**Department
Assistance
Bureau**

Training Unit

(617) 727-5000 x 303

Office of the Comptroller

Massachusetts Management Accounting Reporting System (MMARS)

Introduction to MMARS II Document Processing

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MMARS Tables

INTRODUCTION TO MMARS: PART II

Pre-requisite: Successful completion of INTRODUCTION TO MMARS: PART I

Welcome back to MMARS. PART I focused on the DATA STRUCTURES of MMARS. It dealt specifically with the Financial Files and the Reference Files. The OUTPUTS of MMARS were introduced with the coverage of two MMARS Reports.

PART II will introduce you to the INPUTS of MMARS. Examples of both the Table Maintenance Actions and Transactions will be covered.

This module will also cover more of the Data Structures of MMARS. The Suspense Files and more Reference Files will be included.

MMARS TUTORIAL

Once again, this tutorial is designed to introduce you to the MMARS system in a self-paced manner. It has been structured so that it builds on skills, (both system information and navigation). It is recommended that it be followed in the order presented.

Good Luck and Have Fun!

1/5/98

VU-2

VENDOR UPDATE, (VU)

INTRODUCTION TO MMARS: PART II
Vendor Updates
Topic 1

VENDOR NAME INDEX, (VNAM)

In This Lesson we will Learn: System navigation of the Vendor Name Index, (VNAM), table.

PURPOSE: This file links vendor names to their corresponding vendor codes. When vendor
            name is known but vendor code is not known, this file provides convenient access.

MENU: The Vendor Name Index Inquiry is listed under "Vendor Administration", which is a menu
            selection from the General Accounting Menu listing on the Tables and Inquiries
            Menu.

Please log on using the instructions in MODULE I, Lesson One, if you have forgotten. Once
again, we will go to the MMARS TRAINING MAIN MENU.

The Commonwealth of Massachusetts relies on a large number of Vendors to provide the goods
and Services needed to run state departments and state programs. No purchases may be made
from any Vendor unless the vendor is certified as a state vendor. Before any vendor is added to
the Vendor Files, the files should be carefully checked, to be certain the vendor is not already
listed.

The VENDOR file is located in the TABLES AND INQUIRIES selection on the MMARS Main
Menu.

The cursor will be located in the COMMAND field.

              Type in **2**, as a Selection.

              Press **<ENTER>**.

```
ACTION: L  SCREEN: MTIM        M  M  A  R  S            10/24/97 13:59:35
---------------------------------------------------------------------------
                          FILES AND TABLES MAIN MENU
---------------------------------------------------------------------------

            SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

     (   ) APPROP AND BUDGETS MENU          (   ) EXPENDITURES MENU
     (   ) GENERAL ACCOUNTING MENU          (   ) REVENUE MENU
     (   ) COST ACCOUNTING MENU             (   ) EXTENDED PURCHASING MENU
     (   ) FIXED ASSETS MENU                (   ) MONTHLY SPENDING MENU
     (   ) INTERDEPARTMENTAL MENU           (   ) PROJECT ACCT & REPORTING MENU
     (   ) SUSPENSE FILE MANAGEMENT MENU    (   ) DOCUMENT DISTRIBUTION MENU
     (   ) NEW FEATURES MENU

         PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

This will bring you to the **FILES AND TABLES MENU** Now we may continue with the menu
approach to our first screen, or **cross travel** directly to the screen. We will use the MENU
method of travel for our first screen, as a review of Module 1. Cross Travel will be used to reach
all other screens in this module.

The **VENDOR** files are part of the **GENERAL ACCOUNTING** menu. The cursor should be blinking at the selection field of the screen. From this screen,

> Press **F9** until the cursor appears in the parenthesis fo **GENERAL ACCOUNTING**, then
>
> Type in any character and,
>
> Press **<ENTER>**.

```
ACTION: L   SCREEN: GACI        M   M   A   R   S              10/24/97 14:02:12
-------------------------------------------------------------------------------
                          GENERAL ACCOUNTING MENU
-------------------------------------------------------------------------------

             SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (    )

                     (    ) BALANCE SHEET MENU
                     (    ) FUND MENU
                     (    ) OBJECT MENU
                     (    ) PROGRAM MENU
                     (    ) ACTIVITY MENU
                     (    ) MISC CHART OF ACCOUNTS MENU
                     (    ) ORGANIZATION STRUCTURE MENU
                     (    ) GENERAL ACCOUNTING MENU
                     (    ) VENDOR ADMINISTRATION MENU



            PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```
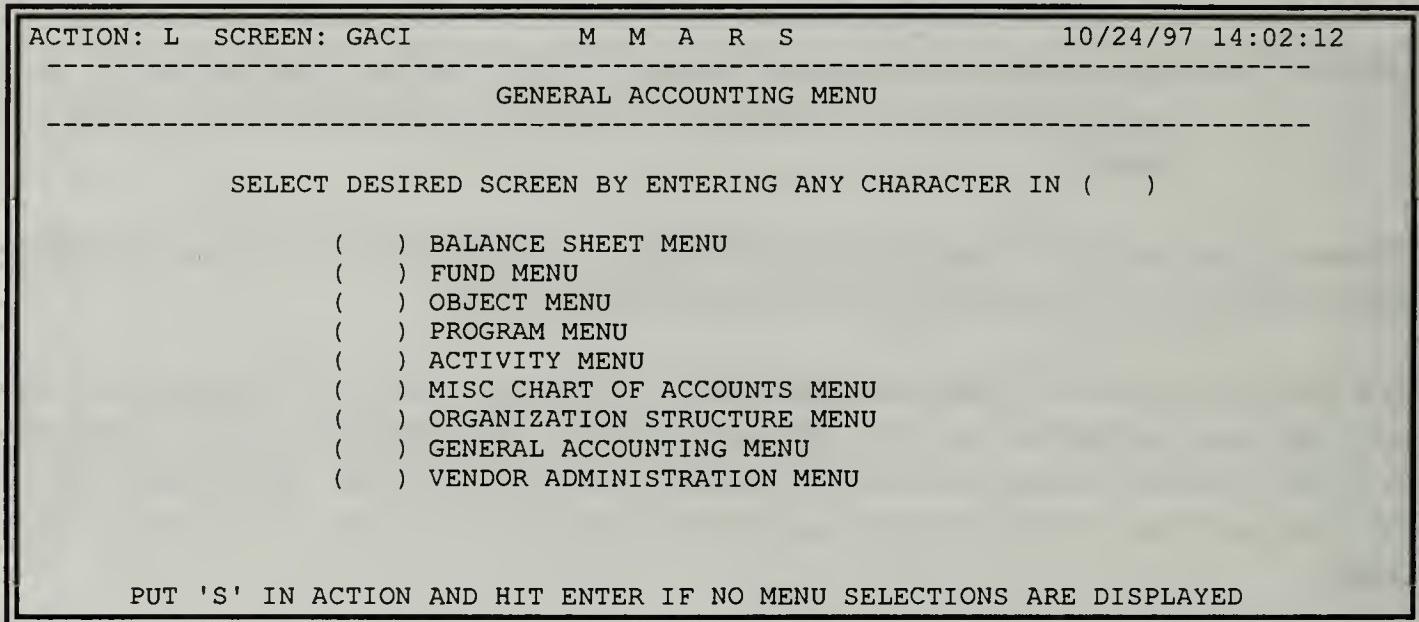
This will bring you to the GENERAL ACCOUNTING MENU. From this screen,

> Press **F9** until the cursor is in the Parenthesis beside VENDOR ADMINISTRATION MENU and,
>
> Type in any character and,
>
> Press **<ENTER>**.

```
ACTION: L   SCREEN: MTIM        M   M   A   R   S              10/24/97 13:13:30
-------------------------------------------------------------------------------
                         FILES AND TABLES MAIN MENU
-------------------------------------------------------------------------------

             SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (    )

   (    ) APPROP AND BUDGETS MENU              (    ) EXPENDITURES MENU
   (    ) GENERAL ACCOUNTING MENU              (    ) REVENUE MENU
   (    ) COST ACCOUNTING MENU                 (    ) EXTENDED PURCHASING MENU
   (    ) FIXED ASSETS MENU                    (    ) MONTHLY SPENDING MENU
   (    ) INTERDEPARTMENTAL MENU               (    ) PROJECT ACCT & REPORTING MENU
   (    ) SUSPENSE FILE MANAGEMENT MENU        (    ) DOCUMENT DISTRIBUTION MENU
   (    ) NEW FEATURES MENU


            PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

This will bring us to the **VENDOR ADMINISTRATION MENU** Select the **VENDOR NAME INDEX**.

Press **F9** to move the cursor into the parenthesis beside the selection you want and,

Type in any character,

Press **<ENTER>**.

```
ACTION: R  SCREEN: VNAM        M  M   A  R  S            10/24/97 12:00:14

                   *** VENDOR NAME INDEX ***

                                          *** VENDOR ***
        VENDOR NAME                       CODE      ADDR
        ------------------------------    --------- ----
   01-  MOORE          MELVIN      K       026509059 0000
   02-  .              .           .       000002127 UPPP
   03-  -              -                   000002125 CUTE
   04-  -              -                   000002126 SMAR
   05-  -              -                   000002128 DUMM
   06-  -              -                   000002128 WHEE
   07-  -              -                   000002129 DADD
   08-  -              -                   000002131 WOMM
```

The screen you reach is filled. The ACTION field has an **R**, for refill, in it. This file lists entries in alphabetical order. We're at the beginning of the list.

What Happened! Where's the A's? How did Melvin K Moore end up listed first?

A space or a dash will list before the letter A. Notice that MOORE, on the top line, is indented on the line. Someone hit the space bar before the M, for MOORE, was entered. There are also a lot of dash entries in the training data base. These all beat the letter A. Notice the ACTION field now. It contains an **R** for REFILL.

Press **<ENTER>**,

and let the system scroll to the next page of entries.

```
ACTION: R  SCREEN: VNAM          M  M   A  R  S

                 *** VENDOR NAME INDEX ***

                                            *** VENDOR ***
        VENDOR NAME                         CODE      ADDR
        ---------------------------------   --------- ----
   01-  -                                   438958954 0007
   02-  --- DUMMY RECORD                    999999999 9999
   03-  A C CORPORATION                     123568900 0003
   04-  A C GRADY, INC.                     013091140 0007
   05-  A NEIMANIS                          000010820 0006
   06-  A.J. GENERAL CONT RACTORS, I NC.    123456789 0001
   07-  A.L. VARY CO.                       584318025 0005
   08-  A'S GOODWILL                        046437752 0005
```

We've finally reached the beginning of the "A" listing. Look at the variety of ways that individuals have entered names. Some used periods after initials, others used spaces.

Press **<ENTER>** one more time.

```
        ACTION: R  SCREEN: VNAM          M   M   A   R   S
                    *** VENDOR NAME INDEX ***

                                                .       *** VENDOR ***
            VENDOR NAME                                 CODE      ADDR
        ------------------------------------          ---------  ----
        01- AALFS              JANET                   001383533  AALF
        02- ABBOTT MD          BRUCE       P           003405583  ABBO
        03- ABBOTT MD          RICHARD     N           004168086  ABBO
        04- ABC CLEANING                               020344188  0004
        05- ABC COMPANY                                012569115  0001
        06- ABC COMPANY                                123123120  0008
        07- ABC CORP                                   111111111  1235
        08- ABC INC                                    029344889  0004
```

Now we see initials with no spaces and no periods. This is good for us to realize. Sometimes, as we hunt for a Vendor, it is important for us to imagine every possible way the listing might have been entered.

Vendors are listed under the VENDOR NAME field in one of two ways; as Individuals, or as Corporations. Individuals are listed Last name first. Look at JANET AALFS. Her last name is listed before her first name. Notice the gap between the last and first names. There are separate fields for the last name and the first name. Corporations ignore the two separate fields in the VENDOR NAME field. A corporation's name is simply keyed in across both fields, as the space is needed.

With an **R** still in the ACTION field,

Press **<ENTER>**.

```
        ACTION: R  SCREEN: VNAM          M   M   A   R   S

                    *** VENDOR NAME INDEX ***

                                                *** VENDOR ***
            VENDOR NAME                          CODE      ADDR
        ------------------------------------    ---------  ----
        01- ABC INCORPORATED                    030640004  0003
        02- ABC TOYS                            020202020  2027
        03- ABC, INC.                           425367989  0000
        04- ABM\RDM TAX &       ACCOUNTING SVC  123467890  0006
        05- ABS DESIGNS                         016466883  0008
        06- ABT ASSOCIATES                      399786776  0003
        07- ACADEMIC PRESS  IN C LONDON         000010178  0007
        08- ACAROLOGIA                          000010450  0005
```

Notice the Corporation names which are keyed across the last and first name fields.

The VENDOR CODE and ADDRESS fields also differ between individuals and corporations. The nine digit code for an individual is the individual's Social Security Number. The ADDRess code is the first four letters of the individual's last name. If an individual has a last name with less than four letters, the last letter should be repeated until the field is full.

EX: DOE = DOEE

A Corporation uses their Federal ID number, (or FEIN-Federal Employment Identification Number), for the nine digit vendor code. The four digit ADDRess code is system generated. Now that we know what all these fields represent, let's find a specific vendor, We'll search for Stephen C. Jones. We could continue to scroll until we reach him, but it would be impractical from a time standpoint. Instead, we will empty out the VENDOR NAME INDEX and start fresh.

Type **N** in the ACTION field and,
Press **<ENTER>**.

```
                 ACTION: S  SCREEN: VNAM          M   M   A   R   S

                        *** VENDOR NAME INDEX ***

                                                    ***VENDOR***
    VENDOR NAME                                    CODE        ADDR
    -------------------------------               ---------   --------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
```

We now have a blank screen with an **S** in the ACTION field.

TAB to the first line of the Vendor Name field.

Since Stephen is an individual and not a corporation, we must enter the last name first. Do not be concerned with using upper and lower case letters, since all the listings will come through in upper case no matter how they're typed.

Type **jones** in the last name field.
TAB to first line of the Vendor Name field.
Type **stephen** in this field.
TAB to the middle initial field.
Type **c** in this field.
Press **<ENTER>**.

```
                 ACTION: R  SCREEN: VNAM          M   M   A   R   S

                        *** VENDOR NAME INDEX ***

                                                    *** VENDOR ***
         VENDOR NAME                               CODE       ADDR
         -------------------------------           ---------  ----
         01- JONES            STEPHEN   C          001405078  JONE
         02- JONES            TOM       S          727727727  JONE
         03- JONES COMPANY                         029524072  0001
         04- JONES CORP.                           956424970  0001
         05- JONES INC                             016304600  0001
         06- JONES JOHN CO                         019284385  0002
         07- JONES JOHN COM                        654700001  0007
         08- JONES MD         WARNER    E          003288080  JONE
```

The file now fills up alphabetically with our selection listed first. The Vendor Code and Address Codes are now filled in. Notice the difference in listings between the individuals and the corporations.

SKILL CHECK

Locate **PAN AMERICAN HEALTH ORG** on the VNAM file.

INTRODUCTION TO MMARS: PART II
Vendor Updates
Topic 2

VENDOR FILE, (VEND)

In This Lesson We Will Learn: System navigation of the VENDOR FILE, (VEND).

PURPOSE: This table defines codes for vendors, organizations, and persons to which the Commonwealth makes payments. You can also define several miscellaneous codes to use for one-time or infrequently used vendors. Many of the descriptive codes will not be used initially.

The table includes vendor name and address, special indicators, and various payment dates for this vendor. The alternate address field should be used when liens are levied against a vendor and payments need to be re-rated.

UPDATES: This file is updated when vendors are added to the file or when vendor data is changed by the VU Transaction. For instance, if a lien has been levied against a vendor the L/L indicator must be turned on and the lien/levy address field must be completed. Expenditure Transactions, including payroll, also post amounts paid to the Vendor File during for year to date and for the prior year to date.

The **SKILL CHECK** in Topic 1 left you at the VENDOR NAME FILE. You should be looking at a screen with PAN AMERICAN HEALTH ORG as the first entry. If you have backed out of the system please get yourself up to this point.

```
ACTION: R  SCREEN: VNAM        M  M  A  R  S           10/24/97 13:20:57

               *** VENDOR NAME INDEX ***

                                          *** VENDOR ***
        VENDOR NAME                       CODE      ADDR
        -------------------------------   ---------  ----
   01- PAN AMERICAN HEAL TH ORG           000010000  0083
   02- PAN KOREA BOOK CO RP               000010120  0001
   03- PANTELEDES MD     GEORGE           002287840  PANT
   04- PANUS             CHESTER          987654321  PANU
   05- PAPER    COMP.INC .PAPER           027932042  0002
   06- PAPER FIRST                        030565398  0006
   07- PAPPANIKOW        ANGELO    J      004367440  PAPP
   08- PAPPARIZZI OF ROM E,INC            016326848  0001
```

We can SUPER LEAF to the VENDOR TABLE.

Type **L** in the ACTION Field.

Press **<ENTER>**.

```
ACTION: R  SCREEN: VEND          M  M  A  R  S                  10/24/97 13:19:14
VENDOR TABLE
KEY IS VENDOR CODE
                    VENDOR: 000010000 0083                 MISC VENDOR IND: N
                      NAME: PAN AMERICAN HEALTH ORG
                  DIVISION: DISTRIBUTION & SALES UNIT
                    STREET: 525 23RD ST NW
                      CITY: WASHINGTON
                     STATE: DC    ZIP: 200370000

     PHONE:                  LAST ACTION DATE: 86 06 13     ACCOUNT:
   CONTACT:
   COMMENT                                     A/R CONTACT:
     SMALL: N     WOMEN OWNED: N     ORG-STRUCT: O     IN STATE: N     MINORITY: 2
      1099:        NON PROFIT: N            DOR: N           SOS: N     TAX IND: Y
    DEALER: N    MANUFACTURER: N         FACTORY: N       T/C HSS: N    RETAILER: N
       MED:          REPT-1:             REPT-2:     TERMS/CONDS:         DELETE:
      HOLD: N        DISCOUNT:         COMMODITY: Y      PAY DAY:        PAY LAG:
       L/L: N      ELECTRONIC COMMERCE: N

AMOUNTS: YTD:              0.00  PRIOR YTD:             0.00  LIFE:            0.00
```

Notice the KEY on this screen. In VNAM we looked up our entries by their name. We could then find the vendor code for the name. On this file, we must enter the vendor code first. This is helpful when you're searching for a vendor who insists they are on the file and you can't find them by name. If they are an individual, you may enter their social security number. If they are a corporation, you may enter the FEIN, (**F**ederal **E**mployment **I**dentification **N**umber). This will show if they are really on file, and by what name.

The ACTION field now has an **R**, for refill, in it. Remember that the KEY to the VEND file is the VENDOR CODE. This information is arranged in numeric sequence. Scrolling forward will bring you to the next VENDOR CODE in number order. The alphabetical tie you saw on VNAM does not exist in this file.

SUPER LEAF carried over the first listing from the VNAM screen. What if we didn't want to see the first listing, but instead, something farther down the list?

> **SUPER LEAF** back to VNAM.

```
ACTION: R   SCREEN: VNAM          M  M  A  R  S                 10/24/97 13:20:57

               *** VENDOR NAME INDEX ***

                                      *** VENDOR ***
         VENDOR NAME                  CODE      ADDR
      ------------------------------  --------- ----
      01- PAN AMERICAN HEAL TH ORG    000010000 0083
      02- PAN KOREA BOOK CO RP        000010120 0001
      03- PANTELEDES MD     GEORGE    002287840 PANT
      04- PANUS             CHESTER   987654321 PANU
      05- PAPER    COMP.INC .PAPER    027932042 0002
      06- PAPER FIRST                 030565398 0006
      07- PAPPANIKOW        ANGELO  J 004367440 PAPP
      08- PAPPARIZZI OF ROM E,INC     016326848 0001
```

This time, let's SUPER LEAF to VEND and see the information for PAPER FIRST.

> Type **L** in the ACTION field.

Press **F9** until the cursor sits under the first letter of the company name.

Press **<ENTER>**.

```
ACTION: R  SCREEN: VEND      M  M  A  R  S           10/24/97 12:08:47
 VENDOR TABLE
 KEY IS VENDOR CODE
                  VENDOR: 030565398 0006         MISC VENDOR IND: N
                    NAME: PAPER FIRST
                DIVISION:
                  STREET: 100 COMMONWEALTH AVE
                    CITY: BOSTON
                   STATE: MA   ZIP: 02114

    PHONE:                LAST ACTION DATE: 88 04 04   ACCOUNT:
  CONTACT:
  COMMENT                                   A/R CONTACT:
     SMALL: N    WOMEN OWNED: N    ORG-STRUCT: C      IN STATE: Y    MINORITY: 2
      1099:      NON PROFIT: N            DOR: Y           SOS: Y    TAX IND: Y
    DEALER:     MANUFACTURER:         FACTORY:        T/C HSS:       RETAILER:
       MED:          REPT-1:           REPT-2:     TERMS/CONDS:        DELETE:
      HOLD:        DISCOUNT:         COMMODITY:        PAY DAY:       PAY LAG:
       L/L:             ELECTRONIC COMMERCE: N

 AMOUNTS: YTD:          75.00  PRIOR YTD:          0.00  LIFE:          75.00
```

Now we are at the VEND file with information filled in for PAPER FIRST.

SUPER LEAF back to VNAM.

```
ACTION: R  SCREEN: VNAM      M  M  A  R  S           10/24/97 12:10:43

              *** VENDOR NAME INDEX ***

                                    *** VENDOR ***
      VENDOR NAME                     CODE      ADDR
      -------------------------------  ---------  ----
  01- PAPER FIRST                      030565398  0006
  02- PAPPANIKOW        ANGELO     J   004367440  PAPP
  03- PAPPARIZZI OF ROM E,INC           016326848  0001
  04- PARADIS           RICK       J   021567637  PARA
  05- PARIS ESQ         SUSAN      M   003349151  PARI
  06- PARKER            ROBERT         004367306  PARK
  07- PARKER            ROBERT     C   004363706  PARK
  08- PARKER MD         FLETCHER   L   001260108  PARK
```

Notice that PAPER FIRST is now the first entry on the file.

SUPER LEAFING between the files is used a lot to locate the correct vendor code when making payments to vendors who have multiple listings. It's important to be certain that the payment check will be sent to the correct address. The address on the VEND file is where the check will go.

Let's try it on a vendor with multiple listings.

Select NEW ENGLAND TELEPHONE on the VNAM file.

```
ACTION: R   SCREEN: VNAM          M   M   A   R   S

                    *** VENDOR NAME INDEX ***

                                            *** VENDOR ***
    VENDOR NAME                             CODE      ADDR
------------------------------------       ---------- ----
01- NEW  ENGLAND  TELEP  HONE               041664340 0008
02- NEW  ENGLAND  TELEP  HONE               041664340 0041
03- NEW  HAMPSHIRE                          020387887 0008
04- NEWELL  BURYING  GR  OUNDS              000010000 0130
05- NEWHARD              TIMOTHY            004587448 NEWH
06- NGUY  CHAU                              030616289 0001
07- NHK  INTERNATIONAL  INC                 000010417 0005
08- NIBONDH  &  CO  LTD                     000010115 0003
```

Notice the **FEIN** number is the same for both listings. Only the Address Code differs. This means we are looking at two listings for the same company, with two different REMIT TO addresses.

SKILL CHECK

We have received a bill from NEW ENGLAND TELEPHONE. The REMIT TO address is in Braintree, MA. Which vendor code should we place on our Payment Voucher to insure that the check will go to Braintree?

Use SUPER LEAF and the F9 key, to go back and forth between VNAM and VEND until you have located the correct address.

The following is a description of the fields in the VEND screen:

VENDOR CODE The unique vendor code. Inferred from the VU.

MISC VENDOR INDICATOR **Y** indicates that this is a miscellaneous vendor.
An example of one would be the code used by colleges to refund money to students when classes are canceled. The same Miscellaneous vendor code goes on all the checks since the students are not listed on the vendor file with vendor numbers of their own. A **N** indicates that this is not a miscellaneous vendor. The **N** is the most common entry.

VENDOR NAME The vendor's last name.

VENDOR NAME 2 Inferred from the VU.

VENDOR NAME 3 The middle name or initial of the vendor.

VENDOR ADDRESS LINES A complete address is required on line 1 or 2 as needed. If this line is defining a miscellaneous vendor category, the address will not be coded. Inferred from the VU.

VENDOR PHONE The phone number (including area code) for this vendor.

LAST ACTION DATE The date on which this record was last updated, by a vendor maintenance form or by posting of a payment to this record.

ACCOUNT Inferred from the VU.

CONTACT The name of a person that should be requested when contacting the vendor.

COMMENT Any useful notes about this vendor that have been entered.

A/R CONTACT The name of a person in the accounts receivable department to be requested when calling on this vendor.

"S"-SMALL A flag to indicate whether or not this vendor is a small business.

"W"-WOMEN OWNED A flag to indicate whether or not this vendor is women owned.

ORG STRUCTURE Inferred from the VU.

IN-STATE A flag to indicate whether or not this vendor is located within the Commonwealth.

"M"-MINORITY A flag to indicate whether or not this vendor is a minority vendor. You may cross travel to the Minority Type Table, (MTYP), to look up the meaning of the code displayed in this field.

1099   A flag to indicate whether or not this vendor requires a 1099 form.

NON-PROFIT   Required. A flag to indicate if this vendor is a nonprofit
                                  organization: "Y" if yes, "N" if no.

DOR   A flag to indicate this vendor's tax standing with the Massachusetts
                                  Department of Revenue.

SOS   A flag to indicate whether or not this vendor has been approved by
                                  the Secretary of State.

TAX-IND   A flag to indicate whether or not this vendor pays Commonwealth
                                  taxes.

DEALER   A flag to indicate whether or not this vendor is a dealer.

MANUFACTURER   A flag to indicate whether or not this vendor is a manufacturer.

FACTORY   A flag to indicate whether or not this vendor's address is a factory.

T/C HSS   A flag to identify whether or not the Vendor has Terms and
                                  Conditions on file for Health & Social Services

RETAILER   A flag to indicate whether or not this vendor is a retailer.

MED: A flag to indicate contracted employees of the commonwealth who
                                  need medicare taxes taken from their pay.

REPT-1   This is a user-defined field to be used to indicate any special
                                  characteristics.

REPT-2   This is a second user-defined field to be used to indicate any
                                  special characteristics.

TERMS/CONDS: A flag to indicate whether or not the vendor has a signed Terms
                                  and Conditions form on file.

DELETE   A flag to indicate that the Vendor has been marked for deletion

HOLD   A flag to indicate whether or not this vendor is a small business.

DISCOUNT   A flag to indicate whether or not you have a discount with this
                                  vendor.

COMMODITY   A flag to indicate whether or not this vendor supplies a commodity.

PAY DAY   The day of the month that this vendor is paid.

PAY LAG

If not supplied, the system default is used. Enter the number of days from the transaction date within which payment should be sent to the vendor.

LIENS &
LEVIES

A flag to indicate whether this vendor's check should be held or sent to a third party to discharge a lien or levy against this vendor.

ELECTRONIC
COMMERCE

A flag to indicate whether this vendor receives payment electronically. One of the following codes will appear:

G	indicates that a request was generated
P	indicates that a request is pending
C	indicates that a request has been completed and approved
R	indicates that a request was rejected
N	indicates payee did not request EFT

AMOUNTS

Running totals of payments to this vendor: 1) year to date, 2) last year, and 3) total of all payments to this vendor since inception of MMARS.

INTRODUCTION TO MMARS: PART II
Vendor Updates
Topic 3

TABLE MAINTENANCE ACTIONS

In This Lesson we will Learn: The policy and procedure involved in completing a Vendor Update (VU), form. This will be your first **TABLE MAINTENANCE ACTION**.

Table Maintenance Actions are one of the two types of inputs of the MMARS system. They differ from MMARS Transactions in that Table Maintenance Actions have no effect on any of MMARS financial files.

<div align="center">

VENDOR FILE

</div>

GENERAL PROCEDURES

MMARS will not accept a vendor identification number on an input form unless the vendor code is already entered on the MMARS vendor file.

To enter information about a vendor into MMARS, a Vendor Update Form is used. Before completing a form to add a new vendor to the vendor file:

1. The department should check the vendor file to ensure that the Vendor is not already on file.
2. The department should have received a completed W-8, (Certificate of Foreign Status) or W-9, (Request for Taxpayer Identification Number and Certification), form from the vendor. (See Appendix for copies of W-8 and W-9 forms)
3. The department should have received a completed form for Electronic Commerce for vendors wanting to be paid electronically.
4. The department should have received a completed Commonwealth Terms and Conditions form. (See Appendix for copies of the Terms and Conditions form).

The department completes a Vendor Update form and enters information from the form on the VU screen.

VENDOR UPDATE FORM COMPLETION INSTRUCTIONS
This section is made up of a field by field description on how to complete the Vendor Update form. Please take a blank Vendor Update form from your training packet and complete it by following the numbered instructions.

Good luck!

VENDOR UPDATE INPUT FORM

The Commonwealth of Massachusetts
Office of the Comptroller
Revised

Department/Organization Name

Use box to indicate special VU
handling requirements.
Check applicable items.

_____ Foster Parent
_____ Board Member
_____ Organ Transplant Recipient
_____ State Employee*
_____ Landtaking
_____ Expedite**

*: Attach Ethics Commission Waiver.
**: Attach a Memo showing why this VU
requires special handling.

	Document ID				Entry (E) Modify (M) Undelete (U)
Trans	Dept	R/Org	Number	VU date	Action
VU	1		2	3	4

Vendor Code	Misc VendInd	AlphaName Type
5	6 **N**	I = Individual B = Business
		7

Vendor Last Name	Vendor First Name	Vendor MI
8	9	10

Division
11

Street	City	State	ZipCode
12	13	14	15

Vendor Phone/Ext.	Contact	Account	Acct Type	Comments
16	17	18	22	19

Transit Number	Bank Acct			EFT/EBT
20	21			28

Org.Struct.	In State (Y or N)	NonProfit (Y or N)	Tax Ind (Y or N)	Medicare (Y or N)
23	24	25	26	27

29

CTR Use Only

Rejected By: _____
Date Rejected _____
See attached VU rejection
form.

Prepared By: _____ Title: _____ Date: _____

Entered By: _____ Title: _____

The undersigned authorized signatory approving this document certifies that this document and any attachments are accurate and complete and comply with all applicable general and special laws and regulations.

Approved By: _____ Title: _____ Phone #: _____

1/5/98

Page _____ of _____

1. DEPARTMENT/ORGANIZATION NAME

Required.   Enter the name of the department and organizational unit preparing this form.

For training purposes we will be working with **The Dept of Fun/Business Office**.

2. DOCUMENT ID

Required.   Enter the document identification number on the form, which is comprised of:

TRANS
the preprinted transaction code (VU for Vendor Update);

DEPT
The three-position code for the department submitting this form; in Training, we will use the Dept. of **FUN**.

R/ORG
The four-position code for the organizational unit submitting this form; In Training, we will use **1000**.

NUMBER
The seven-digit number assigned to the document. This number is preprinted on most MMARS documents. When we must fill it in ourselves, there is a suggested procedure to create the number.

The first number is the last digit of the Fiscal Year.

The next three numbers are the Julian date.

The last three numbers are the sequence your office is using in the document log book. The first document is usually **001**. The next would be **002**, etc.

See your instructor for the Training Document ID number assigned to you.

3. VU DATE

Required.   Enter the date that you want to associate with the transaction, (usually the current date) in month-day-year format (e.g. March 1 is entered 03 01 95). In training, we will use today's date.

4. ACTION

Required.   Enter the appropriate action code:

E = entry of a new vendor update form; or
M = modification of an existing vendor record.

We are entering a new vendor update form, so place an **E** in the ACTION box.

5. VENDOR CODE

Required.   Enter a unique code that will be used to identify this vendor on transactions. The first nine characters are composed of the vendor's Social Security number or Federal Employer Identification number. For individuals, the final four characters are composed of the first four letters of the vendor's last name. If the individual's last name is less than four digits, repeat the last digit until all four spaces are completed (i.e., Fox becomes Foxx). For corporations or partnerships, a three-digit address code (e.g., 000) is entered. The system automatically calculates the last digit. The use of the address code allows multiple vendor addresses to be entered on the vendor file.

For Training, make up your own unique vendor number. Please don't use your correct Social Security Number. Change a couple of digits. Let's enter an individual who will work as a Contractor for the State. This means we will need to use the first four letters of his last name as part of the vendor number.

6. MISC VENDOR INDICATOR

Enter "Y" (yes) if this form is defining a miscellaneous category of vendors, with a miscellaneous name and no address. Enter "N" (no) if this form is not identifying a miscellaneous vendor. Requests for miscellaneous vendor codes must be justified as to use.

For Training, we are not using a miscellaneous vendor, so we will enter a N, for NO in this field.

See the Appendix of MODULE II for a complete description of what a miscellaneous vendor code is, and how it is obtained.

7. ALPHA NAME TYPE

<u>Required</u>

I = Individual   People who work for the State and are paid out of a Contractor payroll, (special employees), would be listed in the Vendor Name File as Individuals. This triggers the system to take out the appropriate taxes from their pay and issue a W-2 at the end of the year.

B = Business   Vendors who provide goods or services for the state, but are not special employees of the state. This triggers the system to issue a 1099 form for tax purposes, at the end of the year.

**We will use a special employee on our first training VU.
Place an I in this box.**

8. 9. & 10. VENDOR LAST NAME/VENDOR FIRST NAME/VENDOR MIDDLE NAME

Required.   If this vendor is an individual, enter the last name, first name, and then middle initial. If the vendor is a business, simply enter the name across all three fields.

For Training, make up your vendor name using the instructions above. We will set up an Individual Contractor as the Vendor on this first VU.

11. 12. 13. 14. & 15. VENDOR ADDRESS

Required.   This is required for non-miscellaneous vendors. Enter the complete address of the vendor as you would like it printed on the check.

For Training, make up your vendor's address.

16. PHONE NUMBER

Optional.   Enter the phone number of the vendor.

This area should be filled in. For Training, make up a phone number. It must include an area code. The format should be as; 617-772-5000.

17. CONTACT

Optional.   Enter the name of a person that should be requested when contacting the vendor.

18. ACCOUNT   **Leave blank.**

19. COMMENTS   **Leave blank.**

The next few fields involve Electronic Funds Transfer. EFT is available to move funds in a 24 hour processing time frame. EFT's will arrive at the Vendor's bank before a check will reach the Vendor's business location. Since the EFT has immediate "funds availability" versus a usual 2 day wait for a check to clear in the banking system, it is an advantage for the Vendor. The cost savings to the Commonwealth is well documented in the use of EFT's versus the processing of checks.

20. TRANSIT NUMBER

Optional   Enter the eight digit bank transit number from the completed Electronic Funds Transfers sheet.

For Training, write in any eight digit number.

21. BANK ACCT

Optional.   Type in the full account number. The number of characters varies from one bank to another.

For Training, make up an account number for this field.

22. TYPE OF ACCOUNT

Optional   Type in a **C** for checking or an **S** for savings.

                                               For Training, pick either code.

23. ORG STRUCTURE

Required.

   G = government;
   I = individual; (person working for the State as a Contractor)
   P = partnership;
   C = incorporated;
   S = state-owned;
   F = foreign address;
   T = trust; or
   O = other

   For training purposes choose the code which applies to the individual vendor.

24. IN-STATE

Required.   Enter **"Y"** (yes) or **"N"** (no) to indicate whether or not this vendor is located within the Commonwealth.

25. NON-PROFIT

Required.   Enter an **"N"** (no) to indicate whether this vendor is non-profit. This status can only be set to a "Y" by the Secretary of State's office

26. TAX IND

Optional.   Defaults to a **"Y"** (yes). Look at the Organization Structure Box. If the Org Structure is an **O**, for Other, or a **C**, for Incorporated, put an **N**, (no) in this box to indicate whether or not this vendor pays Commonwealth taxes.

27. MEDICARE

Required.   List **"Y"** for those who will be paid as consultants but who are considered employees for purposes of federal Medicare tax

                  For training purposes, this individual Vendor should have a Y entered in this field.

28. EFT/EBT

Optional   Type in an **A** to activate the Electronic Payment process.

29. PREPARED BY

Required.   Must be signed by the person preparing the form. Include the job title of the person preparing the form and the date on which the form is prepared and a telephone number at which the prepared can be contacted.

APPROVED BY

Required.   Must be signed by the department head (or his/her designee). Include the job title of the person approving the form and the date on which the form is approved.

ENTERED BY

Required.   Should be signed by the person who enters information from this form into MMARS. Include the job title of the person performing data entry and the data on which the data entry is performed.

INTRODUCTION TO MMARS: PART II
Vendor Updates
Topic 4

In This Lesson We Will Learn: How to enter a VU document into the MMARS system. Our first entry will be a Remit To address. We will then use the copy feature to enter a Legal Address into MMARS.

Now that we have filled out our Vendor Update paperwork and have our back-up form from the vendor, (W-8 or W-9), Terms and Conditions form, and electronic banking form, we are ready to enter our document into MMARS. We will begin with the **Remit To** listing.

If you have logged out of MMARS Training, please log back in. Choose selection 1, (Document Processing), from the Training Main Menu.

```
MM          MM MM         MM        AA        RRRRRRRRRRR  SSSSSSSSSSS
  MMMM      MMMM MMMM      MMMM       AAAA       RR       RR SS
 MM MM    MM MM MM MM    MM MM     AA   AA      RR       RR SS
 MM  MM  MM MM MM  MM MM MM MM    AA     AA     RRRRRRRRRRR  SSSSSSSSSSS
 MM   MMMM MM MM   MMMM MM MM    AAAAAAAAAA     RR    R           SS
 MM    MM  MM MM    MM   MM     AA       AA     RR     RR          SS
 MM        MM MM        MM     AA         AA    RR     RR          SS
 MM        MM MM        MM     AA          AA   RR        RR  SSSSSSSSSSS

            ****        S M T I    M A I N    M E N U      ****

             1.   DOCUMENT  PROCESSING   (SUSF)
             2.   TABLES AND INQUIRIES   (MTIM)
             3.   DEPARTMENT MESSAGES    (DMSS)
            99.   LOGOFF

            MAKE A SELECTION FROM THE LIST ABOVE

        COMMAND:
```

Type **1** in the COMMAND field.
Press **<ENTER>**.

You should now be at the screen titled;

DOCUMENT SUSPENSE FILE INQUIRY.

```
ACTION: R  SCREEN: SUSF          M  M  A  R  S               10/22/97 14:13:54
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
    S
    E ----BATCH ID---- -----DOCUMENT ID------               LAST    LAST
    L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER    STAT  APPRV  DATE    USER
    - ---- ---- ------ ---- ---- ---- ---------- ----- ----- ------ ------
   00-
   01-  .    .    .    AA   OSC  1000NB1021A  DONE  00Y00 971021 CTRAE3
   02-  .    .    .    CB   FUN  10008260BP1  REJCT 00000 971008 CTRTR7
   03-  .    .    .    CB   FUN  10008260CT1  REJCT 00000 970917 CTRTR2
   04-  .    .    .    CB   FUN  10008260FC1  REJCT 00000 971008 CTRTRP
   05-  .    .    .    CB   FUN  10008260KM1  REJCT 00000 970917 CTRTR3
   06-  .    .    .    CB   FUN  10008260NZ1  PEND5 0000A 970917 CTRTRE
   07-  .    .    .    CD   MDC  1000AAAAAAA  SCHED 00000 970925 CTRTR1
   08-  .    .    .    CT   FUN  10007199JK4  REJCT 00000 970911 CTRAA1
   09-  .    .    .    CT   FUN  10008265001  REJCT 00000 970922 CTRTRI
   10-  .    .    .    CT   REG  20004055001  SCHED 00000 940224 SOCRAT
   11-  .    .    .    CU   DES  10005292001  SCHED 00000 941019 OFF-LI
   12-  .    .    .    CU   DES  10005292002  SCHED 00000 941019 OFF-LI
```

Your cursor should be blinking in the **ACTION** field. Make sure there is an **S** or an **R** in the Action field.

> **TAB** to the **FUNCTION** field.

> Type **NEW** in the **FUNCTION** field.

Every function done from the Suspense File must have a command entered in the **FUNCTION** field. The process will not occur without a command. See your MMARS Command Card for a list.

Your cursor should be blinking in the **ACTION** field. Make sure there is either an **S** or an of SUSF Function Commands.

> Tab down to **Line 00**.

This is where the Document ID number is keyed. Line 00 is only used for document processing or locating a document from SUSF. Notice the two **"Umbrellas"** of information above line **00**. The first group is for Batch ID's. The second is for Document ID's. We will deal with individual documents, and **NOT** batches.

> Press **TAB** until the cursor is directly under the **TRAN** field of the **DOCUMENT ID** umbrella.

You should have your completed VU document in front of you. Notice the four fields of information requested,

> **TRAN: DEPT: ORGN: NUMBER:** ,

are in the same order as your paperwork. These fields make up your Document ID.

Before we begin: **WARNING!** Do not touch the **<ENTER>** key unless you are told to. Use the **<TAB>** key to move from field to field if the cursor doesn't take you to the next field.

> Type in the information for the **DOC ID** fields.

On this screen, notice the cursor will jump from field to field by itself. You will not have to TAB or press ENTER. Just key the information as it appears in the DOC ID of your written document.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ACTION: R  SCREEN: SUSF           M M  A  R  S           10/26/97 15:41:1 │
│  DOCUMENT SUSPENSE FILE INQUIRY                                           │
│  FUNCTION: NEW                                                            │
│     S                                                                     │
│     E ----BATCH ID---- -----DOCUMENT  ID------  .        LAST   LAST      │
│     L TRAN DEPT NUMBER TRAN DEPT ORG   NUMBER   STAT  APPRV  DATE   USER  │
│     - ---- ---- ------ ---- ---- ---- ----------- ----- ----- ------ ------│
│     00-               VU   FUN  1000 5299KED                              │
│     01-   .    .    .  AC   CAT  1000 4232JPM PEND3 0YA00 970624 CTRAC4   │
│     02-   .    .    .  AC   FUN  1000 4143JKO PEND3 00A00 970524 CTRTR1   │
│     03-   .    .    .  AC   FUN  1000 4143KMP PEND3 0YA00 970524 CTRTR1   │
│     04-   .    .    .  AC   FUN  1000 4143MCP PEND3 00A00 970524 CTRTR1   │
│     05-   .    .    .  AC   FUN  1000 4143TSS PEND3 0YA00 970524 CTRTR1   │
│     06-   .    .    .  AL   FUN  1000 4142JSD PEND3 0YA00 970629 CTRABD   │
│     07-   .    .    .  AL   FUN  1000 4143GFM HELD  00000 971025 CTRABD   │
│     08-   .    .    .  AL   FUN  1000 5225PSD PEND3 00A00 970812 DSSBQD   │
│     09-   .    .    .  AL   FUN  4000 5182JPM DONE  0YYYY 970701 CTRABD   │
│     10-   .    .    .  CB   FUN  1000 4069DLH HELD  0000A 971025 CTRTR1   │
│     11-   .    .    .  CB   FUN  1000 4236VFW REJCT 0000Y 970920 MTSTRA   │
│     12-   .    .    .  CB   FUN  1000 4334PAM REJCT 00000 971020 CTRAGW   │
│     13-   .    .    .  CB   FUN  1000 6164MCC PEND5 0000A 970613 OFCAEN   │
└─────────────────────────────────────────────────────────────────────────┘
```

Once your DOC ID is keyed,

Press <ENTER>.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ FUNCTION:                    DOCID: VU FUN 1000 5299KED    10/26/97 15:50:2│
│                              BATID:                      STATUS:          │
│                              VENDOR UPDATE DOCUMENT                       │
│       VU DATE:                         ACTION:                           │
│  VENDOR CODE:                 MISC VENDOR IND:                           │
│  ALPHABETIC NAME-TYPE :    (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)│
│                                                                          │
│  NAME:  LAST:                  FIRST:              MIDDLE:               │
│  DIVISION:                                                               │
│    STREET:                                                               │
│      CITY:                                                               │
│       ST:     ZIP:                                                       │
│                                                                          │
│    PHONE:                                                                │
│  CONTACT:                                       ACCOUNT:                 │
│  COMMENT:                             A/R CONTACT:                       │
│ TRANSIT NUMBER:              BANK ACCOUNT:            TYPE OF ACCOUNT:    │
│                                                                          │
│                              ORG STRUCT: I     IN STATE: Y        L/L:   │
│   1099:       NON PROFIT:          DOR:          SOS:        TAX IND:    │
│ DEALER:     MANUFACTURER:        FACTORY:       T/C HSS:      RETAILER:  │
│    MED:          REPT-1:         REPT-2:      TERMS/CONDS:    EFT/EBT:    │
│   HOLD:        DISCOUNT:       COMMODITY:       PAY DAY:       PAY LAG:   │
└─────────────────────────────────────────────────────────────────────────┘
```

This will bring you to the second page of the Document Screen. Notice the KEY information you entered on the suspense file has carried over to this screen. This second screen is the last document screen for VU's. This is an update to a Table. No previous information on this vendor exists. We must enter everything we filled in on the Vendor Update form. Pay particular attention to the field your cursor jumps to after each entry of information. Use the TAB key to skip past fields which you do not enter.

Type in the rest of the VU on this document screen.

L/L

A field on the screen which wasn't on the form is L/L, for Lien and Levy. DOR, Depatrment of Revenue), can place a flag in this field to divert a Vendor's payment in order to pay an outstanding amount to another State of Massachusetts Department. This field isn't relavant until it is viewed in the Payment Voucher screen, which we will do later in this module.

Press <HOME> key and move your cursor to the FUNCTION: field.

```
FUNCTION:                    DOCID: VU FUN 1000 5299KED        10/27/97 09:17:22
                             BATID:              .              STATUS:
                             VENDOR UPDATE DOCUMENT
        VU DATE: 10 26 97                    ACTION:  E
  VENDOR CODE: 042304031 SNOW    MISC VENDOR IND:  N
  ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

    NAME:  LAST: SNOW            FIRST: CRYSTAL      MIDDLE:
  DIVISION:
      STREET: 10 ZERO LANE
        CITY: FROSTY
          ST: MA ZIP: 01420

     PHONE: 5082324432
  CONTACT: CRYSTAL                                 ACCOUNT:
  COMMENT:                                     A/R CONTACT:
  TRANSIT NUMBER: 54657687          BANK ACCOUNT: 888888888    TYPE OF ACCOUNT: C

                                 ORG STRUCT: I     IN STATE: Y          L/L:
     1099:        NON PROFIT: N          DOR:          SOS:       TAX IND:
    DEALER:     MANUFACTURER:         FACTORY:      T/C HSS:      RETAILER:
      MED: Y         REPT-1:          REPT-2:    TERMS/CONDS:    EFT/EBT: A
      HOLD:        DISCOUNT:        COMMODITY:      PAY DAY:      PAY LAG:
```

Refer to the DOCUMENT COMMANDS of the MMARS command card.

We will always type in an **ED** in the FUNCTION: field, to make sure we have no mistakes in our document, before we take any other action. The system will compare the data entered against reference and financial tables in MMARS. You will receive a prompt on the screen for any errors found.

Type ED in the FUNCTION: field and

```
FUNCTION:                    DOCID: VU FUN 1000 5299KED        10/27/97 11:59:48
                             BATID:                            STATUS: PEND5
                             VENDOR UPDATE DOCUMENT
        VU DATE: 10 27 96                    ACTION:  E
  VENDOR CODE: 042304031 SNOW    MISC VENDOR IND:  N
  ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

    NAME:  LAST: SNOW            FIRST: CRYSTAL      MIDDLE:
  DIVISION:
      STREET: 10 ZERO LANE
        CITY: FROSTY
          ST: MA ZIP: 01420

     PHONE: 508 232 4432
  CONTACT: CRYSTAL                                 ACCOUNT:
  COMMENT:                                     A/R CONTACT:
  TRANSIT NUMBER: 54657687          BANK ACCOUNT: 888888888    TYPE OF ACCOUNT: C

                                 ORG STRUCT: I     IN STATE: Y          L/L:
     1099:        NON PROFIT: N          DOR:          SOS:       TAX IND:
    DEALER:     MANUFACTURER:         FACTORY:      T/C HSS:      RETAILER:
      MED: Y         REPT-1:          REPT-2:    TERMS/CONDS:    EFT/EBT: A
      HOLD:        DISCOUNT:        COMMODITY:      PAY DAY:      PAY LAG:
  H--*S405-READY FOR APPROVAL 5
```

Press <ENTER>.

The status in the upper right hand side of the screen is PEND5. This will match the status listing on the SUSF file.

Notice the message at the bottom of the screen.**READY FOR APPROVAL 5** This means that the document needs to be approved by the Office of the Comptroller.

The department submits The following forms to the Comptroller's Division for approval:

- A copy of the Vendor Update form
- The original W-8 or W-9 form,(completed by the vendor)
- *The Authorization for Electronic Funds Payment form
- Commonwealth Terms and Conditions form
- Commonwealth Terms and Conditions For Human and Social Services (if applicable).

In addition to these forms, the the Vendor may request additional forms. The following is a list of forms available to the Vendor from the Departments shown:

Minority-Owned Business Form	Certification obtained from the State Office of Minority Business Assistance (SOMBA).
Small Business Form	Certification obtained from the Department of Economic Development, (SEA), through their, Mass. Office of Business Development division, (MOBD).

The department should retain a copy of the Vendor Update form in a pending file. The Comptroller's Division will review the Vendor Update form. After all questions have been resolved, the Comptroller's Division will enter an approval on the VU screen. The department should verify that information from the Vendor Update form was entered correctly into MMARS and should then move the Vendor Update form to a permanent file.

The Appendix to this Module has a list of MMARS documents which require approval by an over-seeing department. It lets you know which department to send your back-up paperwork to.

Once you have received this Pending message, you can leave this screen and send your paperwork to the appropriate department.

The letter **FD** (or **END**) is used to leave the document

> **Press <HOME> key to move cursor into FUNCTION field.**
>
> **Type FD , (or END),in FUNCTION: field, and**
>
> **Press <ENTER>.**

* This is not a required form, but should be strongly encouraged by the department.

VU-27

```
ACTION: S  SCREEN: SUSF           M  M   A   R  S              10/27/97 13:51:40
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------              LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER   STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ---- ----------- ----- ----- ------ ------
    00-
    01-   .    .    .    VU   FUN  1000 5299KED  PEND5 0000A 951027 CTRAC4
    02-   .    .    .    VU   MIS  1000 0111111  SCHED 00000 951025 CTRACV
    03-   .    .    .    VU   WOR  1000 Z919191  HELD  00000 950712 CTRABG
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    04-*L008 END OF FILE
```

This brings us back to the **SUSF** screen where our document is now on line number **01**.

LEGAL ADDRESS

Now, enter the same VU in the system again, with the following additions:

> We will put four ####, symbols in the address code of the vendor. This is how we will identify the listing with the Vendor's Legal Address.

> We will type The date the W-9 was signed by the Vendor, in the Comments field.

> Finally, we will type T/C in the Terms and Conditions field.

Edit this document to a Pend5 status also. This is not a code that can be used on a document. The four #### signs would cause it to reject.

We can enter this second document in one of two ways.

> 1. It can be keyed exactly the same way as the first document, except with the extra fields, or

> 2. We can copy the first document and add the changes into the copy.

You now know how to do it the first way. Let's try the **COPY** feature!

We are already in the Suspense File, so we are ready to begin. The VU you just completed, should be on line 01.

Make sure there is an **R** or an **S** in the **ACTION** field. If there isn't,

> Press **HOME**, to move the cursor into the **ACTION** field.
> Type **R** or **S** in the **ACTION** field.

The cursor will jump to the next field.

> Type **COPY** in the **FUNCTION** field.

> Move the cursor to line **00** and type in your new VU document number, directly over the first document you entered. (Remember, it can't be the same number!)

Once the Doc ID has been typed in,

> Press the **TAB** key until the cursor is in the SEL field on the line with the document you wish to copy.

> Type **X** in the **SEL** field, to mark it.

Your screen should look similar to the next one shown.

```
ACTION: R   SCREEN: SUSF        M  M  A  R  S              12/09/97 15:17:27
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION: copy
     S
     E ----BATCH ID---- -----DOCUMENT ID------            LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT APPRV DATE    USER
     - ---- ---- ------ ---- ---- ---- ------- ----- ----- ------  ------
00-                     vu   fun  10007299ked
01- x .     .     .     VU   FUN  10005299KED PEND5 0000A 971203 CTRAC4
02-   .     .     .     VU   FUN  10007338CAB DONE  0000Y 971203 CTRTRA
03-   .     .     .     VU   FUN  10007338CEJ DONE  0000Y 971203 CTRTR9
04-   .     .     .     VU   FUN  10007338CHP DONE  0000Y 971203 CTRTR7
05-   .     .     .     VU   FUN  10007338CLS DONE  0000Y 971203 CTRTR8
06-   .     .     .     VU   FUN  10007338DON DONE  0000Y 971203 CTRTRI
07-   .     .     .     VU   FUN  10007338INN DONE  0000Y 971203 CTRTRB
08-   .     .     .     VU   FUN  10007338JAS DONE  0000Y 971203 CTRTR6
09-   .     .     .     VU   FUN  10007338JEC DONE  0000Y 971203 CTRTR9
10-   .     .     .     VU   FUN  10007338JPS DONE  0000Y 971203 CTRTRH
11-   .     .     .     VU   FUN  10007338JRS DONE  0000Y 971203 CTRTR2
12-   .     .     .     VU   FUN  10007338LCR DONE  0000Y 971203 CTRTR4
13-   .     .     .     VU   FUN  10007338NIN DONE  0000Y 971203 CTRTRB
```

Press **<ENTER>**.

```
FUNCTION:                      DOCID: VU FUN 1000 7299ked        12/10/97 08:17:51
                               BATID:                        STATUS:
                               VENDOR UPDATE DOCUMENT
     VU DATE: 11 27 97                    ACTION:  E
VENDOR CODE: 011434031 SNOW    MISC VENDOR IND:  N
ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

NAME:  LAST: SNOW              FIRST: CRYSTAL      MIDDLE:
DIVISION:
   STREET: 10 ZERO LANE
     CITY: FROSTY
       ST: MA ZIP: 01420       PHONE: 508 232 4432


CONTACT:CRYSTAL                                    ACCOUNT:
COMMENT:                                  A/R CONTACT:
TRANSIT NUMBER:54657687    BANK ACCOUNT:888888888        TYPE OF ACCOUNT: C

                           ORG STRUCT: I      IN STATE: Y        L/L:
   1099:        NON PROFIT: N        DOR:          SOS:       TAX IND:
 DEALER:      MANUFACTURER:       FACTORY:       T/C HSS:     RETAILER:
   MED:Y          REPT-1:          REPT-2:    TERMS/CONDS:     EFT/EBT: A
   HOLD:         DISCOUNT:       COMMODITY:       PAY DAY:      PAY LAG:
```

Now, type in only what needs to be added or changed.

Type **####** in the Address Code area of the Vendor Code.

Type the **Date** the W-9 was signed , in the **COMMENTS** field.

For training, type in yesterday's date.

Type **TC** in the **TERMS/CONDS** field.

Press **HOME** to move the cursor in the **FUNCTION** field.

Type **ED**, to Edit the Document.

This document should also have gone to a PEND5 Status. There is no need to submit more than one filled in VU Document. The Comptroller's office will check the suspense file to be certain that two entries are done. Your screen should look similar to the next one shown.

```
FUNCTION:                     DOCID: VU FUN 1000 7299ked         12/10/97 08:17:51
                              BATID:                             STATUS: PEND5
                              VENDOR UPDATE DOCUMENT
       VU DATE: 11 27 97                   ACTION:  E
VENDOR CODE: 011434031 ####   MISC VENDOR IND:  N
ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

NAME:  LAST: SNOW              FIRST: CRYSTAL      MIDDLE:
DIVISION:
   STREET: 10 ZERO LANE
     CITY: FROSTY
       ST: MA ZIP: 01420       PHONE: 508 232 4432


CONTACT:CRYSTAL                                   ACCOUNT:
COMMENT: 11 26 97                            A/R CONTACT:
TRANSIT NUMBER: 54657687     BANK ACCOUNT: 888888888        TYPE OF ACCOUNT: C

                            ORG STRUCT: I     IN STATE: Y         L/L: Y
   1099:         NON PROFIT: N          DOR: N        SOS: N    TAX IND: Y
 DEALER:N     MANUFACTURER: N        FACTORY: N    T/C HSS: N   RETAILER: N
    MED:Y          REPT-1:           REPT-2:    TERMS/CONDS: TC  EFT/EBT: A
   HOLD:N         DISCOUNT:        COMMODITY: N     PAY DAY:     PAY LAG:
   H--*S405-READY FOR APPROVAL 5
```

We would like to see these documents in a DONE status. Your instructor will help you do the approval and get it to a DONE status.

In This Lesson We Will Learn: How to track Electronic Banking Set UP Information In
MMARS.

Now that our document is in a DONE status, we can track it's progress with setting up the electronic banking. Let's **Zoom** to the **STOV** Table in MMARS.

> Type **Z** in the **ACTION** field and **STOV** in the **SCREEN** field and
> Press **<ENTER>**.

Once in the STOV Table, with an **S** in the **ACTION** field, fill in the KEY information by,
> typing in the **VENDOR CODE** and
> Pressing **<ENTER>**.

```
ACTION: R  SCREEN: STOV        M  M  A  R  S              12/10/97 13:39:23
STO VENDOR UPDATE/INQUIRY TABLE
 KEY IS VENDOR CODE
 01-
                               VENDOR: 011434031 SNOW
                                 NAME: CRYSTAL        SNOW

                        TRANSIT NUMBER: 54657687
                      VENDOR BANK ACCT: 888888888        TYPE OF ACCOUNT: C
               ORIG DEPT OF BANK INFO: FUN                         NOC: N
        ELECTRONIC COMMERCE STATUS FLAG: G GENERATED
                        LAST MOD DATE: 11 27 97
 02-
                               VENDOR: 011441333 0004
                                 NAME: CRAFTS

                        TRANSIT NUMBER:
                      VENDOR BANK ACCT:                 TYPE OF ACCOUNT:

               ORIG DEPT OF BANK INFO: FUN                         NOC: N
        ELECTRONIC COMMERCE STATUS FLAG: N NOT APPLICABLE
                        LAST MOD DATE: 06 28 95
```

This table is another view of the Vendor file. It displays all the banking information associated with a payee. This table is entered and maintained by the Office of the Treasurer.

Note that this table also has an ELECTRONIC COMMERCE STATUS FLAG field.

As mentioned earlier, this field monitors the status of the EFT request. The following codes are used for the status flag:

G	indicates that a request was generated
P	indicates that a request is pending
C	indicates that a request has been completed and approved
R	indicates that a request was rejected
N	indicates payee did not request EFT

Also underlined is the **NOC** field. This field, if filled with a Y indicates that the Treasury has made a change in the vendors banking information. If at all possible, TRE will attempt to correct the Vendor's banking information, if it was entered into MMARS incorrectly. A department maintaining an internal vendor file, will have to make the corrections manually on it's own internal system.

```
         ACTION: R  SCREEN: VBST        M  M  A  R  S            12/10/97 13:47:42
      VENDOR BANKING STATUS TABLE
      KEY IS ORIG DEPT OF BANK INFO, ELECTRONIC COMMERCE FLAG, NOC, VENDOR CODE

      ORIG DEPT: FUN   ELECTRONIC COMMERCE FLAG: G    NOTICE OF CHANGE: N

          VENDOR CODE      TRANSIT NUMBER     BANK ACCOUNT    TYPE OF ACCOUNT
          --------------   --------------   ------------------ ----------------
      01-  011434031 SNOW    54657687        888888888             C
      02-  014246678 ####    888888888       8888888888888888      C
      03-  014246678 0005    888888888       8888888888888888      C
      04-  015241489 ####    768759576       9999                  C
      05-  015241489 0002    768759576       9999                  C
      06-  020603386 ####    00002222        55555                 C
      07-  020603386 0002    00002222        55555                 C
      08-  020773376 ####    12344321        12345678              C
      09-  020773376 0005    12344321        12345678              C
      10-  025420000 ####    67676767        3454536565464         C
      11-  025420000 1119    67676767        3454536565464         C
      12-  031048010 ####    75986541        1056985               C
      13-  031048010 0009    75986541        1056985               C
```

This table is an alternate view of the Vendor file. It displays all the banking information associated with a vendor, sorted by department of origin, electronic payment status and vendor code.

A department can use this table as a quick reference to view the status of the EFT request for each vendor.

To view information on this table, enter the following:

ORIG DEPT: 3 letter dept code (FUN for Training)

ELECTRONIC COMMERCE: (G for Training)
STATUS FLAG: **G**   request generated
                                              P   request pending
                                              C   request completed
                                              R   request rejected
                                              N   no request

NOTICE OF CHANGE (NOC)   **N**   (for Training)
VENDOR CODE   **011434031SNOW** (for Training)

                    Press **<ENTER>**.

The table will fill with the Banking information, for a specific status, assiciated with all department payees from your selection down. (Your screen should look like the one above)

INTRODUCTION TO MMARS: PART II
Vendor Updates
Topic 6

In This Lesson We Will Learn: How to locate documents on the SUSPENSE FILE, (SUSF).
We will also learn how to navigate from the Suspense File to a specific
Document on the Document screen.

Lesson 2, Topic 2, left us in the SUSPENSE FILE MANAGEMENT menu

```
ACTION: L  SCREEN: SUSM        M  M  A  R  S            10/27/97 14:10:48
-----------------------------------------------------------------------
                     SUSPENSE FILE MANAGEMENT MENU
-----------------------------------------------------------------------

          SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

              (   ) BATCH ID, DOCUMENT ID    (SUSF)
              (   ) SUSF WITH PROCESS DATE   (SUS2)


         PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

This backed us up to a screen with an ACTION field on it. Now we can Cross Travel.

Cross Travel to SUSF.

```
ACTION: S  SCREEN: SUSF
DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:                .
     S
     E ----BATCH ID---- -----DOCUMENT ID------            LAST   LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG   NUMBER  STAT APPRV DATE   USER
     - ---- ---- ------ ---- ---- ------------  ----- ----- ------ ------
    00-
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
```

The Suspense file is a holding tank for all Documents entered into the MMARS system. It should be viewed often to make certain your documents are in the status you thought they were. You are now looking at an empty file. Let's look up our VU on this file.

The cursor should be blinking in the upper left hand corner, in the ACTION field. The ACTION should be **S** for select. We would like to select our VU. Notice the fields of information on the SUSF file are under two different umbrellas. The first three fields, on the left, are under an umbrella called **BATCH ID**. The next three fields are under an umbrella called **DOCUMENT ID**. We will be using the Document ID fields to access our documents.

TAB to the TRAN field, under the Document umbrella.

Type in your DOC ID in the marked fields in the line numbered 00.

```
ACTION: S  SCREEN: SUSF          M   M   A   R   S              10/27/97 14:28:36
  DOCUMENT SUSPENSE FILE INQUIRY
  FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------              LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
    00-                  vu   fun  1000 5299ked
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
```

Press <ENTER>.

```
ACTION: s  SCREEN: SUSF           M   M   A   R   S             10/24/97 11:17:17
  DOCUMENT SUSPENSE FILE INQUIRY
  FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------              LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
    00-
    01-  .    .    .     VU   FUN  10008299KED  PEND5 0000A 102097 CTRTR1
    02-  .    .    .     VU   FUN  10007161AM1  REJCT 0000Y 970818 CTRAID
    03-  .    .    .     VU   FUN  10007161AP1  REJCT 0000Y 970818 CTRAID
    04-  .    .    .     VU   FUN  10008234BAC  PEND5 0000A 970910 CTRAID
    05-  .    .    .     VU   FUN  10008280RP2  PEND5 0000A 971008 CTRTRB
    06-  .    .    .     VU   FUN  10008296DC1  DONE  0000Y 971023 CTRTR7
    07-  .    .    .     VU   FUN  10008296DC2  DONE  0000Y 971023 CTRTR7
    08-  .    .    .     VU   FUN  10008296DM1  DONE  0000Y 971023 CTRTRD
    09-  .    .    .     VU   FUN  10008296DM2  DONE  0000Y 971023 CTRTRD
    10-  .    .    .     VU   FUN  10008296HL1  DONE  0000Y 971023 CTRTRA
    11-  .    .    .     VU   FUN  10008296JC1  DONE  0000Y 971023 CTRTRB
    12-  .    .    .     VU   FUN  10008296JC2  DONE  0000Y 971023 CTRTRB
    13-  .    .    .     VU   FUN  10008296JR1  DONE  0000Y 971023 CTRTR8
```

Notice, the entry comes up as the first listing on line numbered 01.

STAT The **STAT** column shows you that you have reached a **PEND5** status. The appendix contains a list of the possible status codes, and what department approves the document. This is a helpful reference sheet to advise you on who to send your back-up documentation to. A Pend status should receive approval within a week. If your document has not been approved, you should call the department involved and find out why.

The next list shows the six possible status' and how long they will appear on the Suspense file. Remember, the Suspense File is a _temporary_ holding tank. All documents will eventually disappear off this file, except for one status.

CANCEL - DOES NOT APPEAR
DELETE - OVER NIGHT
SCHED - OVERNIGHT
DONE   - 3 DAYS
HELD   - 60 DAYS
REJECT - 60 DAYS
PEND   - FOREVER!

Each department should have someone in charge of Suspense File management. This individual would make certain that Held documents were released, Rejected documents were corrected and Pend documents were approved by the appropriate departments.

APPRV

The next column is the APPROVAL column. Notice, the column has a five space field. Each field represents a PEND status. The only entries are either a **Y** for Yes, (approval has been given), or an **A** for Approval, (an approval by a responsible department is needed on this document). Otherwise, the field is filled in with a zero.

The PEND status is represented by the position of the **Y** or **A**. The first space is reserved for Department Approval. It is not in use at this time. The second field in for PEND2 status documents. We do not have any PEND2 documents at this time. The third space in is for PEND3 documents. The forth space is for PEND4 document. The fifth, and final, space is reserved for PEND5 documents.

In case you haven't noticed, this isn't working in training. You will find that it does work in PRODUCTION.

LAST DATE

This field shows you the last date anyone came in and made any kind of a change to your document. This date does not change when you are in a SCAN mode, and only looking at the document.

LAST USER

The LAST USER field goes along with the last date field. The first four spaces of the user's ID will be displayed in this field. These are the first four key strokes which we see displayed while logging into MMARS Main Menu.

We can go directly into our document from this screen.

Make sure there is an **S** for selection in the ACTION field.
Use the **F9** key to move beside the line your document is on.
Press **<ENTER>**.

```
FUNCTION:                     DOCID: VU FUN 1000 5299KED        10/27/97 15:36:45
                              BATID:                            STATUS: PEND5
                              VENDOR UPDATE DOCUMENT
         VU DATE: 10 26 95                     ACTION:   E
 VENDOR CODE: 042304031 SNOW    MISC VENDOR IND:  N
 ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

   NAME:  LAST: SNOW              FIRST: CRYSTAL     MIDDLE:
   DIVISION:
     STREET: 10 ZERO LANE
       CITY: FROSTY
         ST: MA ZIP: 01420

     PHONE: 508 232 4432
   CONTACT: CRYSTAL                               ACCOUNT:
   COMMENT:                                   A/R CONTACT:
 TRAMSIT NUMBER: 54657687        BANK ACCOUNT: 888888888      TYPE OF ACCOUNT:  C

                                ORG STRUCT: I      IN STATE: Y          L/L:
     1099:          NON PROFIT: N       DOR:           SOS:       TAX IND:
   DEALER:        MANUFACTURER:      FACTORY:        T/C HSS:      RETAILER:
     MED: Y          REPT-1:        REPT-2:     TERMS/CONDS:      EFT/EBT:  A
    HOLD:          DISCOUNT:      COMMODITY:       PAY DAY:       PAY LAG:
 H--*S405-READY FOR APPROVAL 5
```

We can return to the Suspense File (SUSF), from here. The FUNCTION: field will take one of two possible codes to exit the Document Screen. Let's go back to the SUSF file.

Press **<HOME>** and move your cursor to the FUNCTION: field.
Type FD (or END) in the FUNCTION: field
Press **<ENTER>**.

```
ACTION: s   SCREEN: SUSF       M  M  A  R  S            10/24/97 11:17:17
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
   S
   E ----BATCH ID---- -----DOCUMENT ID------             LAST    LAST
   L TRAN DEPT NUMBER TRAN DEPT ORG   NUMBER  STAT  APPRV  DATE    USER
   - ---- ---- ------ ---- ---- ------------  ----- ----- ------  ------
   00-
   01-   .    .    .    VU   FUN  10008299KED  PEND5 0000A 971020 CTRTR1
   02-   .    .    .    VU   FUN  10008161AM1  REJCT 0000Y 970818 CTRAID
   03-   .    .    .    VU   FUN  10008161AP1  REJCT 0000Y 970818 CTRAID
   04-   .    .    .    VU   FUN  10008234BAC  PEND5 0000A 970910 CTRAID
   05-   .    .    .    VU   FUN  10008280RP2  PEND5 0000A 971008 CTRTRB
   06-   .    .    .    VU   FUN  10008296DC1  DONE  0000Y 971023 CTRTR7
   07-   .    .    .    VU   FUN  10008296DC2  DONE  0000Y 971023 CTRTR7
   08-   .    .    .    VU   FUN  10008296DM1  DONE  0000Y 971023 CTRTRD
   09-   .    .    .    VU   FUN  10008296DM2  DONE  0000Y 971023 CTRTRD
   10-   .    .    .    VU   FUN  10008296HL1  DONE  0000Y 971023 CTRTRA
   11-   .    .    .    VU   FUN  10008296JC1  DONE  0000Y 971023 CTRTRB
   12-   .    .    .    VU   FUN  10008296JC2  DONE  0000Y 971023 CTRTRB
   13-   .    .    .    VU   FUN  10008296JR1  DONE  0000Y 971023 CTRTR8
```

The selection we viewed on the document screen will be listed first on the SUSF file when we return to it.

Many times, you will come into this file not being sure of the document number, or wanting to look at all VU's entered in your department. This can be done by giving less information in the suspense file fields. Let's try.

> Press **<HOME>** and move the cursor to the ACTION field.
>
> Type **N** to empty out the screen.
>
> Press **<ENTER>**.
>
> **<TAB>** to the TRAN field under the DOCUMENT ID umbrella.
>
> Type **VU** in TRAN field
>
> Type **FUN** in DEPT field
>
> Type **ORG** number
>
> Type **8** for the Fiscal Year
>
> Press **<ENTER>**.

```
ACTION: S  SCREEN: SUSF          M  M  A  R  S                10/27/97 15:47:10
   DOCUMENT SUSPENSE FILE INQUIRY
   FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------              LAST   LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER   STAT  APPRV  DATE   USER
     - ---- ---- ------ ---- ---- ---- ----------- ----- ----- ------ ------
   00-
   01-   .    .    .    VU   FUN  1000 8265BGG HELD  00000 970922 CTRTR1
   02-   .    .    .    VU   FUN  1000 8298001 DONE  0000Y 971025 CTRACV
   03-   .    .    .    VU   FUN  1000 8299KED PEND5 0000A 971027 CTRAC4
   04-   .    .    .    VU   MIS  1000 8111111 SCHED 00000 971025 CTRACV
   05-   .    .    .    VU   WOR  1000 8919191 HELD  00000 970712 CTRABG
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   06-*L008 END OF FILE
```

We are now viewing all VU's on the Suspense File entered in fiscal year 98 and not yet removed.

SKILL CHECK

Pick a document from the Suspense File and go into the Document Screen.

> Select your document from SUSF and go back into the document.

Please call over your Instructor to put your Vendor Update into an Approved status. They have a password which allows them to update training documents.

```
FUNCTION:                     DOCID: VU FUN 1000 8299KED          10/27/97 15:56:56
                              BATID:                           STATUS: SCHED
                              VENDOR UPDATE DOCUMENT
        VU DATE: 10 26 97                    ACTION:   E
   VENDOR CODE: 042304031 SNOW    MISC VENDOR IND:   N
   ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)

   NAME:  LAST: SNOW              FIRST: CRYSTAL     MIDDLE:
   DIVISION:
      STREET: 10 ZERO LANE
        CITY: FROSTY
          ST: MA ZIP: 01420

      PHONE: 508 232 4432
   CONTACT: CRYSTAL                              ACCOUNT:
   COMMENT:                               A/R CONTACT:
   TRAMSIT NUMBER: 54657687        BANK ACCOUNT: 888888888      TYPE OF ACCOUNT: C

                  ORG STRUCT: I      IN STATE: Y          L/L:
      1099:       NON PROFIT: N         DOR:            SOS:          TAX IND:
    DEALER:    MANUFACTURER:          FACTORY:        T/C HSS:        RETAILER:
       MED: Y         REPT-1:          REPT-2:     TERMS/CONDS:       EFT/EBT: A
      HOLD:        DISCOUNT:        COMMODITY:        PAY DAY:        PAY LAG:
   A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

Now that your document is scheduled, it will be processed to a DONE status in the overnight run. It is possible to have it reach a DONE status immediately. Some departments do not allow employees to do this. Find out what your department's policy is. In training, we will process to a DONE so that we can continue with the MODULE.

Return to your document.

Type **WD** in the FUNCTION field.

Press **<ENTER>**.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ FUNCTION:                    DOCID: VU FUN 1000 8299KED      10/27/97 16:03:36 │
│                              BATID:                         STATUS: DONE      │
│                              VENDOR UPDATE DOCUMENT                           │
│       VU DATE: 10 26 97                    ACTION:  E                         │
│ VENDOR CODE: 042304031 SNOW    MISC VENDOR IND:  N                            │
│ ALPHABETIC NAME-TYPE : I (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)   │
│                                                                              │
│ NAME:  LAST: SNOW               FIRST: CRYSTAL     MIDDLE:                    │
│ DIVISION:                                                                     │
│   STREET: 10 ZERO LANE                                                        │
│     CITY: FROSTY                                                              │
│       ST: MA ZIP: 01420                                                       │
│                                                                              │
│   PHONE: 508 232 4432                                                         │
│ CONTACT: CRYSTAL                                   ACCOUNT:                   │
│ COMMENT:                                     A/R CONTACT:                     │
│ TRAMSIT NUMBER:  54657687    BANK ACCOUNT: 888888888      TYPE OF ACCOUNT: C  │
│               ORG STRUCT: I       IN STATE: Y         L/L:                    │
│    1099:       NON PROFIT: N        DOR:           SOS:       TAX IND:        │
│  DEALER:     MANUFACTURER:       FACTORY:       T/C HSS:     RETAILER:        │
│    MED: Y       REPT-1:          REPT-2:    TERMS/CONDS:     EFT/EBT:  A       │
│   HOLD:        DISCOUNT:       COMMODITY:       PAY DAY:     PAY LAG:          │
│ A--*HP20-DOCUMENT ACCEPTED                                                    │
└──────────────────────────────────────────────────────────────────────────┘
```

Remember, a Vendor Update document is a Table Update. Let's go back to the Vendor Name Table (VNAM), and make sure our vendor has been added to the table. Cross travel to VNAM.

Remember how to back away from the document screen?

> **Type FD or END in the FUNCTION field. and**

> **Press <ENTER>.**

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ACTION: S   SCREEN: VNAM          M  M   A  R  S         10/27/97 16:17:55  │
│                                                                            │
│                *** VENDOR NAME INDEX ***                                   │
│                                                                            │
│                                          *** VENDOR ***                    │
│         VENDOR NAME                       CODE     ADDR                     │
│   --------------------------------      ---------  ----                     │
│   01-                                                                       │
│   02-                                                                       │
│   03-                                                                       │
│   04-                                                                       │
│   05-                                                                       │
│   06-                                                                       │
│   07-                                                                       │
│   08-                                                                       │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Select the Vendor you processed and press <ENTER>.

```
ACTION: R  SCREEN: VNAM        M  M  A  R  S          10/28/97 08:55:40

                  *** VENDOR NAME INDEX ***

                                        *** VENDOR ***
        VENDOR NAME                     CODE      ADDR
        ------------------------------  ---------  ----
   01- SNOW               CRYSTAL       042304030 SNOW
   02- SNOW               CRYSTAL       042304031 SNOW
   03- SOBERBIA  C A                    000010661 0002
   04- SOC FOR COLLEGE                  000010106 0004
   05- SOCHA              VALERIE   T   011110011 SOCH
   06- SOCIETE  FRANCAISE               000010385 0002
   07- SOCIETE  GENERALE                000010445 0008
   08- SOCIETE  SCIENTIFI QUE           000010150 0004
```

You should now see your entry on the Vendor Name Table.
Super Leaf to **VEND**.

```
ACTION: R  SCREEN: VEND        M  M  A  R  S          10/28/97 08:58:21
VENDOR TABLE
KEY IS VENDOR CODE
                    VENDOR: 042304031 SNOW           MISC VENDOR IND: N
                      NAME: CRYSTAL      SNOW
                  DIVISION:
                    STREET: 10 ZERO LANE
                      CITY: FROSTY
                     STATE: MA   ZIP: 01420

    PHONE: 5082324432      LAST ACTION DATE: 97 10 27    ACCOUNT:
  CONTACT: CRYSTAL
  COMMENT                                    A/R CONTACT:
TRAMSIT NUMBER: 54657687       BANK ACCOUNT: 888888888      TYPE OF ACCOUNT: C

                           ORG STRUCT: I      IN STATE: Y        L/L:
   1099:       NON PROFIT: N        DOR:            SOS:       TAX IND: Y
 DEALER:    MANUFACTURER:        FACTORY:       T/C HSS:       RETAILER:
    MED: Y       REPT-1:         REPT-2:     TERMS/CONDS:      EFT/EBT: A
   HOLD:        DISCOUNT:      COMMODITY:        PAY DAY:       PAY LAG:
    L/L:          ELECTRONIC COMMERCE:

AMOUNTS: YTD:           0.00   PRIOR YTD:      0.00  LIFE:          0.00
```

You should now see the information you keyed in for your Vendor.

SKILL CHECK

You have now successfully entered a Special Employee into the Vendor File as an Individual. This was a necessary step before the employee could receive a pay check.

Now, take another blank VU. Fill it out for a Corporation. Enter it in the MMARS system. Once you have completed the entry, have your instructor get it to a DONE status.

We will use this vendor with our next document. Make your Vendor a seller of journals. You may use any information given to you in this MODULE.

INTRODUCTION TO MMARS: PART II
Vendor Updates
Topic 7

In this Lesson We Will Learn: The rational behind Miscellaneous Vendor Codes.

MISCELLANEOUS VENDOR NUMBER

There are situations where a specific vendor code cannot be identified, or where use of an individual Vendor number is impractical. These situations include the following:

1.   When State law prohibits the publication of data identifying individuals being paid (e.g., DOR tax refunds).

2.   When payments to individuals must be disbursed on a pre-defined schedule which cannot be accomplished through the weekly warrant. These are high volume payments that are processed through a separate system where identifying data is maintained (e.g., AFDC).

3.   The individuals being paid are part of a large list of potentially eligible individuals whose payment pattern is unpredictable, such as winners in a 4-H club fair.

A miscellaneous vendor number should be used in such situations. The senior fiscal officer in the department should contact the Comptroller's Division to learn how to establish a miscellaneous vendor number for the department on the MMARS Vendor file and to obtain Comptroller's approval for the use of the miscellaneous vendor number. When a miscellaneous vendor number is used, the department must maintain back-up documentation to monitor use of these codes. The volume and purpose of each transaction should be reviewed to ensure appropriate and authorized use. The Comptroller's Division will periodically review this information on a post-payment audit basis. Any federal or state filing or reporting that is required for vendors receiving payments on which a miscellaneous vendor code was used must be made by the department that initiates the payment.

PLANNED OBLIGATIONS, (PO)

INTRODUCTION TO MMARS: PART II
Planned Obligations
Topic 1

In This Lesson We Will Learn: The policy and procedure involved in completing a Planned
Obligation, or Miscellaneous Encumbrance, (PO). This will be your first
MMARS <u>Transaction.</u>

WHY AM I DOING A PO?

The Expenditure Classification Handbook is the tool utilized to determine which
encumbrance is appropriate. The Transaction is determined by answering the following
questions:

1. What are you buying?
2. What subsidiary does this fall under?
3. What is the Object Code for the purchase?

You need to supply the answer to the first question! The <u>Expenditure classification
Handbook</u> supplies the rest of the answers.

Our purchase in Training will be for Legal Journals. The <u>Expenditure Classification
Handbook</u> gives us a list of possible subsidiaries. They were also listed in the Appendix
of **INTRODUCTION TO MMARS: PART I**. Subsidiary **EE**, (administrative Expenses),
best covers our purchase of journals.

The Object Code will further classify the purchase. The <u>Expenditure Classification
Handbook</u> lists all possible object codes for a subsidiary. They are listed in numeric order
under the subsidiary. The object code begins with the same letter as the subsidiary. The
last two digits are numbers. The object code in our Training case is **E12** in the Expenditure
Classification Handbook.

E12   SUBSCRIPTIONS AND MEMBERSHIPS - Payments for periodicals, newspapers,
law books, journals, CD-ROM subscriptions and other network or on-line or dial up
services, such as Lexis and Westlaw. Payments for memberships must be incurred by a
department <u>only</u>. This includes payments to an authorized chargeback department that
provides these commodities and services. (Associates in professional organizations such
as Bar Association, see B06.)

Legal Authority:	Annual Appropriation Act; 815 CMR 6.00
Oversight Department:	SEC, CTR
Agreement Type:	Relevant Supporting Documentation
Pre/Encumb/Payment:	PO/PV, EFT, IE/IV
Tax Forms:	1099(MISC)

The *Pre/Encumb/Payment* line tells us which encumbrance document to use.
(A list of all MMARS documents can be found in the Appendix to **INTRODUCTION TO
MMARS: PART II**.)

There are tables in MMARS which will give you the bulk of the information found in the
<u>Expenditure Classification Handbook.</u>

Cross travel to OBJT.

```
ACTION: S  SCREEN: OBJT         M  M  A  R  S                10/28/97 14:41:04
       OBJECT TABLE
       KEY IS FISC YEAR, OBJECT
                                                                 10 ML
       FY OBJ CL CAT GR      OBJECT NAME          SHORT NAME  PS 99 SB 03 15
       -- --- -- --- -- ------------------------------ ------------- -- -- -- -- --
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
   14-
   15-
```

TAB to FY field and type in the current FY

```
ACTION: R  SCREEN: OBJT         M  M  A  R  S                10/28/97 15:36:41
       OBJECT TABLE
       KEY IS FISC YEAR, OBJECT
                                                                 10 ML
       FY OBJ CL CAT GR      OBJECT NAME          SHORT NAME  PS 99 SB 03 15
       -- --- -- --- -- ------------------------------ ------------- -- -- -- -- --
   01- 98 A01 AA 01      SALARIES:REGULAR             SALARIES
   02- 98 A02 AA 01      SALARIES:EXCESS QUOTA POSITION SAL-EXC-QUOT
   03- 98 A03 AA 01      SALARIES:SEASONAL POSITIONS  SAL-SEASONAL
   04- 98 A04 AA 01      SALARIES:"LS-18" POSITIONS   SAL-LS-18-PO
   05- 98 A05 AA 01      SALARIES:COMMISS. & BOARD MEMB SAL-COM&BDMB
   06- 98 A06 AA 01      STAND-BY PAY                 STD-BY-PAY
   07- 98 A07 AA 01      DIFFERENTIAL PAY             DIFFER-PAY
   08- 98 A08 AA 01      OVERTIME PAY                 OVERTIME
   09- 98 A09 AA 01      ROLL CALL PAY                ROLLCALL-PAY
   10- 98 A10 AA 01      HOLIDAY PAY                  HOLIDAY-PAY
   11- 98 A11 AA 01      SETTLEMENTS AND JUDGEMENTS   SETTL&JUDMTS
   12- 98 A12 AA 01      SICK-LEAVE BUY BACK          SICK-BUYBACK
   13- 98 A13 AA 01      VACATION-IN-LIEU             VACA-IN-LIEU
   14- 98 A14 AA 01      BONUS PAY AND AWARDS         BONUS&AWARDS
   15- 98 A15 AA 01      RESEARCH ACTIV/SUMMER SALARY RESRCH&SUMMR
```

Press <ENTER>.

The following fields of information are displayed on this table:

OBJ: This column lists every Object Code found in the Expenditure Classification Handbook. They are in alphabetic and numeric order.

CL: This column **Classifies the** Object Codes by Subsidiaries.

CAT: This column **Categorizes** the Subsidiaries into similar groupings.

Cross travel to OCAT to see the Categories.

```
ACTION: S  SCREEN: OCAT        M  M  A  R  S ·          10/28/97 15:41:17
       OBJ CATEGORY TABLE
       KEY IS FISC YEAR, OBJECT CATEGORY
       FISCAL YEAR OBJECT CATEGORY OBJECT CATEGORY NAME        SHORT NAME
       ----------- --------------- ------------------------------ ------------
    01-
    02-
    03-
    04-
    05-
    06-
    07-
    08-
    09-
    10-
    11-
    12-
    13-
    14-
    15-
    16-
```

TAB to the FY column and type the last two digits of the current Fiscal Year.

Press <ENTER>.

```
ACTION: S  SCREEN: OCAT        M  M  A  R  S          10/28/97 15:43:59
       OBJ CATEGORY TABLE
       KEY IS FISC YEAR, OBJECT CATEGORY
       FISCAL YEAR OBJECT CATEGORY OBJECT CATEGORY NAME        SHORT NAME
       ----------- --------------- ------------------------------ ------------
    01-    98            01        EMPLOYEE COMP AND ADMIN COSTS  AA,BB,CC,DD
    02-    98            02        DEPARTMENT ADMIN COSTS         EE,HH
    03-    98            03        PROVIDING SERVICES             FF,GG,KK,LL
    04-    98            04        PURCHASING SERVICES            JJ,MM
    05-    98            05        INFRASTRUCTURE COSTS           NN
    06-    98            06        TRANS PYMTS-POLITICAL SUBDIVIS PP
    07-    98            07        TRANS PYMTS-CLIENTS OF COMM    RR
    08-    98            08        DEBT SERVICE                   SS
    09-    98            09        LOANS AND SPECIAL PAYMENTS     TT
    10-    98            99        PAYROLL REJECTS                PAYRLREJTS
    11-
    12-
    13-
    14-
    15-
    16-
```

This screen displays the categories the subsidiaries are placed in.

Cross Travel back to OBJT.

Fill the screen with current Fiscal Year information.

```
         ACTION: R  SCREEN: OBJT          M   M   A   R   S                10/28/97
              15:51:18
         OBJECT TABLE
         KEY IS FISC YEAR, OBJECT

                                              10 ML
         FY OBJ CL CAT GR      OBJECT NAME                SHORT NAME   PS 99 SB 03 15
         -- --- -- --- --  ------------------------------ ------------ -- -- -- -- --
     01- 98 A01 AA 01      SALARIES:REGULAR               SALARIES
     02- 98 A02 AA 01      SALARIES:EXCESS QUOTA POSITION SAL-EXC-QUOT
     03- 98 A03 AA 01      SALARIES:SEASONAL POSITIONS    SAL-SEASONAL
     04- 98 A04 AA 01      SALARIES:"LS-18" POSITIONS     SAL-LS-18-PO
     05- 98 A05 AA 01      SALARIES:COMMISS. & BOARD MEMB SAL-COM&BDMB
     06- 98 A06 AA 01      STAND-BY PAY                   STD-BY-PAY
     07- 98 A07 AA 01      DIFFERENTIAL PAY               DIFFER-PAY
     08- 98 A08 AA 01      OVERTIME PAY                   OVERTIME
     09- 98 A09 AA 01      ROLL CALL PAY                  ROLLCALL-PAY
     10- 98 A10 AA 01      HOLIDAY PAY                    HOLIDAY-PAY
     11- 98 A11 AA 01      SETTLEMENTS AND JUDGEMENTS     SETTL&JUDMTS
     12- 98 A12 AA 01      SICK-LEAVE BUY BACK            SICK-BUYBACK
     13- 98 A13 AA 01      VACATION-IN-LIEU               VACA-IN-LIEU
     14- 98 A14 AA 01      BONUS PAY AND AWARDS           BONUS&AWARDS
     15- 98 A15 AA 01      RESEARCH ACTIV/SUMMER SALARY   RESRCH&SUMMR
```

GR: This column displays a two-initial code for an over-seeing department. The only code entered is **TR,** which is short for **CTR,** (Comptroller).

Scroll forward one screen by pressing <ENTER>.

```
ACTION: R  SCREEN: OBJT          M   M   A   R   S              10/28/97 15:56:03
     OBJECT TABLE
     KEY IS FISC YEAR, OBJECT
                                                        10 ML
     FY OBJ CL CAT GR      OBJECT NAME            SHORT NAME   PS 99 SB 03 15
     -- --- -- --- --  ------------------------------ ------------ -- -- -- -- --
 01- 98 A16 AA 01      PROF DEVEL FOR HIGHER ED PERS  PROF-DEV-H E
 02- 98 A17 AA 01      DISCONTINUED FOR FY95
 03- 98 A18 AA 01      DISCONTINUED FOR FY95
 04- 98 A19 AA 01      DISCONTINUED FOR FY95
 05- 98 A90 AA 01   TR OPERATING TRANSFER
 06- 98 BB1 BB 01      OUT OF STATE TRAVEL-AIRFARE    TRAVELAIR
 07- 98 B01 BB 01      OUT OF STATE TRAVEL            OUTSTATETRVL
 08- 98 B02 BB 01      IN-STATE TRAVEL               INSTATETRAVL
 09- 98 B03 BB 01      OVERTIME MEALS                OT-MEALS
 10- 98 B04 BB 01      TUITION                       TUITION
 11- 98 B05 BB 01      CONFERENCE,TRAINING & REGIST. CONF-REGIST
 12- 98 B06 BB 01      MEMBERSHIP DUES & LICENS FEES DUES & LICEN
 13- 98 B07 BB 01      HOUSING ALLOWANCES            HOUSE-ALLOW
 14- 98 B08 BB 01      CLOTHING ALLOWANCES           CLOTH-ALLOW
 15- 98 B09 BB 01      EMPLOYEE RECOGNITION          EMP-RECOGNIT
```

OBJECT NAME This column lists the full name associated with the Object Code.

SHORT NAME This column lists any short name for the Object Code.

PS Not in use.

10
99 This column displays a number, or a letter, if a 1099 tax form should be issued to the vendor. The character represents the appropriate 1099 form that will be sent. This is tied to the Object Code. A **W** will display for an object code which will cause a W-2 to be issued.

ML
SB This column displays whether this particular type of business should be directed towards minorities.

```
ACTION: R   SCREEN: OBJT        M  M  A  R  S              10/28/97-15:56:03
          OBJECT TABLE
          KEY IS FISC YEAR, OBJECT
                                                                10 ML
          FY OBJ CL CAT GR       OBJECT NAME         SHORT NAME  PS 99 SB 03 15
          -- --- -- --- --  ------------------------ ----------- -- -- -- -- --
       01- 98 A16 AA 01        PROF DEVEL FOR HIGHER ED PERS PROF-DEV-H E
       02- 98 A17 AA 01        DISCONTINUED FOR FY95
       03- 98 A18 AA 01        DISCONTINUED FOR FY95
       04- 98 A19 AA 01        DISCONTINUED FOR FY95
       05- 98 A90 AA 01    TR  OPERATING TRANSFER
       06- 98 BB1 BB 01        OUT OF STATE TRAVEL-AIRFARE   TRAVELAIR
       07- 98 B01 BB 01        OUT OF STATE TRAVEL           OUTSTATETRVL
       08- 98 B02 BB 01        IN-STATE TRAVEL               INSTATETRAVL
       09- 98 B03 BB 01        OVERTIME MEALS                OT-MEALS
       10- 98 B04 BB 01        TUITION                       TUITION
       11- 98 B05 BB 01        CONFERENCE,TRAINING & REGIST. CONF-REGIST
       12- 98 B06 BB 01        MEMBERSHIP DUES & LICENS FEES DUES & LICEN
       13- 98 B07 BB 01        HOUSING ALLOWANCES            HOUSE-ALLOW
       14- 98 B08 BB 01        CLOTHING ALLOWANCES           CLOTH-ALLOW
       15- 98 B09 BB 01        EMPLOYEE RECOGNITION          EMP-RECOGNIT
```

03   This is a contracting column. There are three possible listings in this column;
            L = Requires the use of an **LO**.
            Y = Requires the use of an **SC**.
              = Requires neither

15   This is a purchasing column. A **Y** in this field means that you must use either a **PD** or **PG** to make this purchase, **NOT** a **PO**.

Obviously, there are a lot more possible transactions than these in the MMARS system. Your best bet is to use the Expenditure Classification Handbook. Your MMARS liaison would have a copy, or you could order one through PGS (Procurement and General Services)

Let's call up our object code of **E12** and see what specific information we have on this screen.

        Empty the screen with an N action
        Press <ENTER>.
        Tab down and type in current FY and the E12 object code
        Press <ENTER>.

```
ACTION: R   SCREEN: OBJT        M  M  A  R  S              10/31/97 10:55:43
          OBJECT TABLE
          KEY IS FISC YEAR, OBJECT
                                                                10 ML
          FY OBJ CL CAT GR       OBJECT NAME         SHORT NAME  PS 99 SB 03 15
          -- --- -- --- --  ------------------------ ----------- -- -- -- -- --
       01- 98 E12 EE 02        SUBSCRIPTIONS & MEMBERSHIPS  SUBSCRIPTNS     7
       02- 98 E13 EE 02        ADVERTISING EXPENSES         ADVERTISING     7
       03- 98 E14 EE 02        EXHIBITS/DISPLAYS            EXHIBITS                    Y
       04- 98 E15 EE 02        BOTTLED WATER               BOTTL-WATER                 Y
       05- 98 E16 EE 02    TR  EXPEN REIMBURSEMENT INDRCT CST EX-REIM-INDR
       06- 98 E17 EE 02        DAMAGE CLAIMS  SETTLEMNTS JUDM DAMAG-CLAIM    7
       07- 98 E18 EE 02        STATE SINGLE AUDIT CHARGES   SINGLE-AUDIT
       08- 98 E19 EE 02        FEES, FINES, LICENSES/PERMITS FEES & FINES
       09- 98 E20 EE 02        MOTOR VEHICLE CHARGEBACK     M.V.-CHRGBK
       10- 98 E21 EE 02        CONFID INVESTIG & EXPENSES   CONF-INVEST
       11- 98 E22 EE 02        CONFERENCE INCIDENTALS       CONFER-INCID
       12- 98 E23 EE 02        SALES TAX HIGHER ED          SALES TAXHED
       13- 98 E24 EE 02        DONATIONS/MEMORIALS          DONATIONSHED
       14- 98 E90 EE 02    TR  OPERATING TRANSFER
       15- 98 E91 EE 02        TRANSFER TO CAMPES MGT ACCOUNT TCAMPMGTACCT
```

Our selection is now listed first. The important information we can get from this screen is that the vendor will receive a 1099 tax form from us at the end of the year. Section 7 of the form is the key area used. Column labeled 15 does not have a Y in it, so we know that his purchase can be made in a PO.

Let's leave the computer for awhile and fill out our paperwork for the PO.

PURPOSE:

The Miscellaneous (planned obligation) Encumbrance is used to encumber funds when the use of the other encumbrance forms would be inappropriate. For example, the Miscellaneous Encumbrance (PO) form should be used to encumber funds for the following types of expenses:

- travel (including out-of-state travel);
- telephone services (not the leasing of the telephone);
- electricity;
- heat;
- gas; and
- postage.

The Comptroller's Division will review Miscellaneous Encumbrances periodically to ensure that they are being used appropriately.

CAN I AFFORD THIS?

Now that we know what we want and what the appropriate MMARS document is, we need to check and see if we have the money to make this commitment.

Cross travel to **APR2**

```
ACTION: S  SCREEN: APR2          M  M  A  R  S              07/25/97  143:03
                      *** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

FISCAL YEAR:        DEPARTMENT:        APPR/ALLOC:            SUBSIDIARY:

NAME:                                              SUB NAME:

         OBLIGATION CEILING AMT:
         EXPENDITURE CEILING AMT:
              PAYROLL HOLD AMT:
            PRE-ENCUMBERED AMT:
                ENCUMBERED AMT:
                  ADVANCED AMT:
                  EXPENDED AMT:
            PRIOR YEAR EXP AMT:
               EXPENSE BUD AMT:
           BALANCE FORWARD AMT:
                      --- AVAILABLE FUNDS ---
     UNCOMMITTED BALANCE:                    UNEXPENDED BALANCE:
     INVESTMENT BALANCE:                    NON INVEST CASH BAL:
       PERCENT COMMITTED:        %              PERCENT EXPENDED:        %
```

Fill in the KEY information and

Press <ENTER>.

```
ACTION: R   SCREEN: APR2        M   M   A   R   S                   07/25/97
11:48:22
                           *** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

FISCAL YEAR: 98    DEPARTMENT: FUN  APPR/ALLOC: 11111111   SUBSIDIARY: EE

NAME: COMMISSION FOR FUN                          SUB NAME: ADMIN-EXP

          OBLIGATION CEILING AMT:    1,000,000.00
          EXPENDITURE CEILING AMT:     250,000.00
                PAYROLL HOLD AMT:           0.00
               PRE-ENCUMBERED AMT:          0.00
                  ENCUMBERED AMT:       6,510.01
                    ADVANCED AMT:           0.00
                    EXPENDED AMT:       5,199.99
              PRIOR YEAR EXP AMT:           0.00
                 EXPENSE BUD AMT:           0.00
             BALANCE FORWARD AMT:           0.00
                      --- AVAILABLE FUNDS ---
   UNCOMMITTED BALANCE:        988,290.00    UNEXPENDED BALANCE:   244,800.01
   INVESTMENT BALANCE:            N/A         NON INVEST CASH BAL:      N/A
     PERCENT COMMITTED:    1.17 %              PERCENT EXPENDED:    2.07 %
```

The most important field to concentrate on is the **UNCOMMITTED BALANCE**. This is the total amount of money left in this subsidiary and appropriation which is available to encumber.

Jot down the figure in the;

uncommitted balance:_____

percent committed: _____

encumbered amount: _____

on your APR2 screen.

We will come back to this screen after you have completed entry of the PO. You will be able to see how the transaction impacts your financial files.

Remember, any transaction that impacts the APR2 file will also impact the APR4 file.

The ASUM file can be used to make certain we have enough money to make our commitment.

Cross Travel to ASUM

Fill in the KEY information (and subsidiary EE) and

Press <ENTER>.

```
ACTION: R   SCREEN: ASUM          M  M   A   R   S          10/05/96  11 54:47

              *** APPROPRIATION  SUMMARY  INQUIRY ***

FISC YEAR: 98
                         DEPT: FUN    APPR:  11111111

SUBSIDIARY         NAME        OBLIG CEILING   UNCOMMITTED  BAL   UNEXPENDED  BAL
----------     -------------   --------------  ----------------  ----------------
     EE        ADMIN-EXP        1,000,000.00        988,290.00        244,800.01
     HH        CONSULTANT       1,000,000.00        998,000.00        250,000.00
     KK        EQUIP-PURCH      1,000,000.00      1,000,000.00        250,000.00
```

We would be most concerned with the UNCOMMITTED BAL column. We could go ahead with our transaction as long as there was enough money in this field to support it.

Now we know it's safe to commit the money for our purchase. Let's begin filling out the document.

GENERAL PROCEDURES

The department will complete a Miscellaneous Encumbrance (PO) form.

You are being introduced to your first MMARS transaction document which contains header and line information. Please take out a blank PO from your packet, and complete it as we cover a field by field description. Input forms require <u>Header</u> information (information that is supplied on the top portion of the form) and <u>**Line**</u> information (information that is supplied on the lower portion of the form).

THE COMMONWEALTH OF MASSACHUSETTS
COMPTROLLER'S DIVISION

MISCELLANEOUS ENCUMBRANCE INPUT FORM

Department/Organization Name _____ 1

	Document ID		PO DATE	ACCTG PRD	BUD FY
	2		3	4	5
Trans	Dept	R/ORG	NUMBER		
PO					

ACTION	ENTRY (E) MODIFY (M) DELETE (D)		ORDER TYPE	COMMENTS
	6		7	8
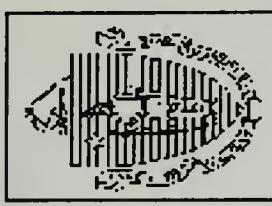
VENDOR CODE: 9

VENDOR NAME: 10

V/G IND	SELLER FUND	SELLER DEPT
11	12	13

DOCUMENT TOTAL 14

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG	I/D	P/F
15		16				17	18	19	20	21	22	23	24	30	31

TY	PROJ/C/GRC	RPTG	DESCRIPTION:		AMOUNT
25	26	27	28		29

REFERENCE DOCUMENT ID

LN	TRANS	DEPT	R/ORG	NUMBER	LINE	DEPT	ORG	S/ORG	APPROP	SUB	OBJ	S/OBJ	PROG	I/D	P/F

TY	PROJ/C/GRC	RPTG	DESCRIPTION:		AMOUNT

PREPARED BY:	TITLE:	DATE:
APPROVED BY:	TITLE:	DATE:
ENTERED BY:	TITLE:	DATE:

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Header information fields generally consist of:

1. DEPARTMENT/ORGANIZATIONNAME

Required. Enter the name of the department and organizational unit preparing this form.

For training purpose we will continue to use Department of Fun/Business Office.

2. DOCUMENT ID

<u>Required.</u> Enter the document identification number for this form, which is comprised of:
Your instructor will assign a document identification number.

TRANS
the preprinted transaction code(**PO** for Miscellaneous Encumbrance)

DEPT
the three-position code for the department submitting this form;
Training Dept. is FUN

R/ORG
the four-position code for the organizational unit submitting this form;
Training org is 1000
NUMBER
the seven-digit number assigned to the document. If this form is modifying a previously entered form, enter the document identification number of the original encumbrance.

Notice that this Doc ID begins with a different two-letter code from the last document you completed (VU). This one change to the Doc ID is enough to make it unique. **We may use the same number we used on our last document.**

3. PO DATE

<u>Required.</u> Enter the date that you want to associate with the transaction, (usually the current date) in month-day-year format (e.g March 1 is entered 03 01 95).
We will enter today's date in this field.

4. ACCTG PRD

<u>Optional.</u> If left blank, the entries on this form are recorded in the accounting period based on the transaction date. If you want them recorded in a different accounting period, enter the desired period (e.g., July 1995 is entered as 01 95, where July is the first month of fiscal year 1995). You cannot enter future accounting periods.
We will skip this field for training.

5. BUD FY

<u>Optional.</u> If left blank, the transactions on this form apply to the current fiscal year's budget. If you want to record them in some other fiscal year's budget, enter the last two digits of the desired fiscal year (it must be open). A future fiscal year cannot be entered.

We will skip this field for training.

6. ACTION
Required. Enter the appropriate action code:

> E = entry of a new vendor update form; or
> M = modification of an existing vendor record.

> **For training purposes place an "E' in the action field.**

7. ORDER TYPE
Optional. This field is a department-defined field used to identify different types of encumbrances.

> **We will skip this field for training.**

8. COMMENTS
Optional. Enter notes about this form.

> **We will skip this field for training.**

9. VENDOR CODE
Required. Enter the vendor identification number or **"OPENORDER"** if a specific vendor is not known or multiple vendors will be paid from this encumbrance.

> **We will use the vendor we created on our last VU.**

10. VENDOR NAME
Required. This is required except for "OPENORDERs." Enter the name of the vendor.

> **Again, use the name of the vendor you entered on your last VU.**

11. I/G IND   **Leave blank.**

12. SELLER FUND   **Leave blank.**

13. SELLER DEPT   **Leave blank.**

14. DOCUMENT TOTAL
Required. Enter the total of all lines on the document.

If the amounts are being modified,

1.   add the lines coded as increases **("I"),**
2.   Add the lines coded as decreases **("D"),**
3.   Subtract the smaller of these amounts from the larger and enter the difference as the total.

> **For Training purpose, let's make our PO for $1000.00.**

This is the end of our **HEADER** information. Look at your PO sheet. It contains two groups of information. Notice that we have completed the top portion. The bottom portion contains the accounting **LINE** information.

Let's begin the **LINE** fields.

15. LN

Required. Enter a different two-digit number for each line **(01,02,03, etc.).** This number will be used later on a payment voucher to reference this line.

> **For training purposes, we will start with line 01.**

16. REFERENCED DOC ID **Leave blank.**

> We will not use a reference document on our PO, (since we are not referencing another MMARS document).

17. DEPT

Required. Enter the three-position code of the department encumbering the funds.

> **We will use FUN for our department in Training.**

18. ORG

Required. Enter the four position code for the organizational unit responsible for this encumbrance.

> **We will use 1000 for our ORG in Training.**

19. S/ORG

Optional. **(May be required by your department).** Enter the two-position code of the suborganizational unit encumbering the funds on this line. Refer to your department's suborganization Table (SORG) for a list of valid codes.

> **We will skip this field for Training**

20. APPROP

Required. Enter the number of the appropriation account that will be charged for this encumbrance.

> **We will use 1111 1111 for our Training appropriation.**

21. SUB

Required. Enter the two-position code for the subsidiary that will be charged for this encumbrance.

> **We will use the subsidiary we worked with in the Expenditure Classification Handbook, EE, for Training.**

22. OBJ

Required. Enter the three-position code from the object Table (OBJT) that best describes the item or services named on this line.

> **We will use the Object Code we looked up in the Expenditure Classification Handbook, E12, for Training.**

23. S/OBJ

Optional. **(May be required by your department).** Enter the two-position code from your department's subobject Table **(SOBJ)** that best describes the encumbrance named on this line.

> **We will skip this field for Training.**

24. PROG

Optional.   Required if your department instructs you to enter this information. Enter the appropriate four-position program code. Refer to the **(PROG)** for a list of valid program codes.

We will skip this field for Training

25. TY

Optional.   This block must be entered if the **PROJ/CL/GRC** block is completed. This field indicates whether the following field is a client, a project or a general reporting category. Enter one of the following codes:
C = client;
P = project; or
G = general reporting category.

We will skip this field for Training

26. PROG/CL/GRC

Optional.   **(Required if the TY block is completed).** This field is used for a client code, a project code, or a general reporting category. The coding of this field depends upon specific department needs and may be required by your department.

We will skip this field for Training.

27. RPTG

Optional.   This four-position reporting category code may be required by your department. Refer to the Reporting Category Table **(RPTG)** for a list of valid codes.

We will skip this field for Training.

28. DESCRIPTION

Optional.   Enter notes about the Miscellaneous Encumbrance.

For Training Type **Legal Journals**

29. AMOUNT

Required.   If this is a new line, enter the dollar amount of the item or service described on this line. If the amount on this line is being modified, enter the amount of change over or under the previous amount.

We will encumber $1000.00 for training, for our Law Books.

30. I/D

Required.   If the amount is being modified.
I = increase in the amount; or
D = decrease in the amount.

31. P/F   Leave blank.

INTRODUCTION TO MMARS: PART II
Planned Obligations
Topic 2

In This Lesson We Will Learn: How to enter our PO, (Planned Obligation, or miscellaneous Encumbrance), into the MMARS system.

You should now log into MMARS Training if you have backed out.

> **Choose selection 2, (Tables and Inquiries), from the Training Main Menu.**

> **Press <ENTER>.**

We will leaf to the Document Start Up Screen. To reach this screen,

> **Type L in the ACTION field.**

> **Type PO in the SCREEN field.**

```
ACTION: L  SCREEN: po          M  M  A  R  S              11/02/97 10:46:35
--------------------------------------------------------------------------
                        FILES AND TABLES MAIN MENU
--------------------------------------------------------------------------

          SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (    )

   (    ) APPROP AND BUDGETS MENU            (    ) EXPENDITURES MENU
   (    ) GENERAL ACCOUNTING MENU            (    ) REVENUE MENU
   (    ) COST ACCOUNTING MENU               (    ) EXTENDED PURCHASING MENU
   (    ) FIXED ASSETS MENU                  (    ) MONTHLY SPENDING MENU
   (    ) INTERDEPARTMENTAL MENU             (    ) PROJECT ACCT & REPORTING MENU
   (    ) SUSPENSE FILE MANAGEMENT MENU
```

> **Press <ENTER>.**

Easy Doc allows you to start your document from any screen with an **ACTION** field in the upper left hand corner of the screen. You should now be at the document header screen. This particular document has the Header and Line information on one screen.

```
FUNCTION: NEW                DOCID: PO                      11/02/97 10:55:45
         000-000 OF 000   BATID:                      STATUS:
 H-                  MISCELLANEOUS ENCUMBRANCE DOCUMENT

        PO DATE:            ACCTG PRD:          BUDGET FY:
        ACTION:            ORDER TYPE:           COMMENTS:
    VENDOR CODE:                NAME:
                                            DOCUMENT TOTAL:

         ------REF DOCID------
    LN  TR DPT ORG NUMBER  LN   DPT ORG/SB   APPROP   SUB OBJ/SB PROG
    --- -- --- ---------- --   --- ------- -------- --- ------ ----
    TY  PRJ/CL/GRC ACTV RPTG        DESCRIPTION
    -- ---------- ---- ---- -------------------------------
     LINE AMOUNT     I/D   P/F
    ------------- --- ---
 01-

 02-

A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

> **Complete the DOC ID, and**

> **Press <ENTER>.**

```
FUNCTION:                    DOCID: PO FUN 1000 8306KED        11/02/97 11:12:32
              000-000 OF 000   BATID:                        STATUS:
      H-                  MISCELLANEOUS  ENCUMBRANCE  DOCUMENT

          PO DATE:              ACCTG PRD:       ` BUDGET FY:
           ACTION:              ORDER TYPE:          COMMENTS:
      VENDOR CODE:                    NAME:
                                          DOCUMENT TOTAL:

           ------REF DOCID------
      LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP  SUB OBJ/SB PROG
      --- -- --- ----------- --  --- ------- -------- --- ------ ----
      TY  PRJ/CL/GRC ACTV RPTG        DESCRIPTION
      -- ---------- ---- ----  -----------------------------
       LINE AMOUNT     I/D   P/F
      -------------- ---   ---
  01-

  02-
```

Your cursor should now be blinking on the PO DATE: field. You should have your completed PO form in front of you. Fill in the fields on the document screen. Use the TAB key to skip past any fields which do not require entry of information. Key in all the information filled in on your hard copy except for the NAME: field. The vendor code you entered will call up the vendor name when the document is edited. It is your safety check to make certain the vendor code was keyed in correctly.

Type in the rest of the PO document.

```
FUNCTION:                    DOCID: PO FUN 1000 8306KED        11/02/97 13:12:40
              000-000 OF 000   BATID:                        STATUS:
      H-                  MISCELLANEOUS  ENCUMBRANCE  DOCUMENT

          PO DATE: 11 02 97 ACCTG PRD:          BUDGET FY:
           ACTION: E          ORDER TYPE:          COMMENTS:
      VENDOR CODE: 000010000 0024 NAME:
                                          DOCUMENT TOTAL: 1000

           ------REF DOCID------
      LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP  SUB OBJ/SB PROG
      --- -- --- ----------- --  --- ------- -------- --- ------ ----
      TY  PRJ/CL/GRC ACTV RPTG        DESCRIPTION
      -- ---------- ---- ----  -----------------------------
       LINE AMOUNT     I/D   P/F
      -------------- ---   ---
  01- 01                         fun 1000    11111111  ee e12
                                 law books
       1000
  02-
```

This is your first MMARS **Transaction Document** Notice the **LINE** information area. You are keying in only one line, but you must key three lines of information into that one line. Be careful to line your fields up with the field display above the line.

Once you have keyed in all the information on the PO screen, check for errors by using the **EDIT** feature.

> Press **<HOME>** and move the cursor to the **FUNCTION:** field.

> Type **ED** in this field. (or EDIT DOC), and

> Press **<ENTER>.**

```
 ┌────────────────────────────────────────────────────────────────────────┐
 │ FUNCTION:                  DOCID: PO FUN 1000 8306KED       11/02/97 13:22:45 │
 │            001-001 OF 001   BATID:                      STATUS: SCHED    │
 │ H-                         MISCELLANEOUS ENCUMBRANCE DOCUMENT            │
 │                                                                          │
 │        PO DATE: 11 02 97  ACCTG PRD:          BUDGET FY:                 │
 │        ACTION: E           ORDER TYPE:    .  COMMENTS:                   │
 │     VENDOR CODE: 000010000 0024 NAME: M A P S                           │
 │                                             DOCUMENT TOTAL:    1,000.00  │
 │            ------REF DOCID------                                         │
 │     LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP  SUB OBJ/SB PROG      │
 │     --- -- --- ---------- --  --- ------- -------- --- ------ ----       │
 │     TY  PRJ/CL/GRC ACTV RPTG        DESCRIPTION                          │
 │     -- ---------- ---- ----  ------------------------------             │
 │      LINE AMOUNT    I/D   P/F                                            │
 │      -------------- ---   ---                                            │
 │ 01- 01                         FUN 1000    11111111  EE E12              │
 │                        0001   LAW BOOKS                                  │
 │            1,000.00                                                      │
 │ 02-                                                                      │
 │                                                                          │
 │                                                                          │
 │ A--*HP00-NO ERRORS DETECTED                                             │
 │                                                                          │
 └────────────────────────────────────────────────────────────────────────┘
```

Notice the upper right hand corner or the screen. The document is now **SCHED**ULED.

This document will go to a **DONE** status in the overnight run. It differs from the VU you did earlier in that it requires no approval from another department.

For training purposes, you need to get your document in a DONE status now. This can be done in both Training and Production by;

> Press **<HOME>** and send the cursor into the FUNCTION: field.

> Type **WD** in the FUNCTION field.

> Press **<ENTER>**.

This process is used at the discretion of the individual departments. Some departments do not allow it to be done. Find out what your department's policy is before you try this COMMAND back at your office.

```
 ┌────────────────────────────────────────────────────────────────────────┐
 │ FUNCTION:                  DOCID: PO FUN 1000 8306KED       11/02/97 13:34:31 │
 │            001-001 OF 001   BATID:                      STATUS: DONE     │
 │ H-                         MISCELLANEOUS ENCUMBRANCE DOCUMENT            │
 │                                                                          │
 │        PO DATE: 11 02 97  ACCTG PRD:          BUDGET FY:                 │
 │        ACTION: E           ORDER TYPE:       COMMENTS:                   │
 │     VENDOR CODE: 000010000 0024 NAME: M A P S                           │
 │                                             DOCUMENT TOTAL:    1,000.00  │
 │            ------REF DOCID------                                         │
 │     LN  TR DPT ORG NUMBER  LN  DPT ORG/SB   APPROP  SUB OBJ/SB PROG      │
 │     --- -- --- ---------- --  --- ------- -------- --- ------ ----       │
 │     TY  PRJ/CL/GRC ACTV RPTG        DESCRIPTION                          │
 │     -- ---------- ---- ----  ------------------------------             │
 │      LINE AMOUNT    I/D   P/F                                            │
 │      -------------- ---   ---                                            │
 │ 01- 01                         FUN 1000    11111111  EE E12              │
 │                        0001   LAW BOOKS                                  │
 │            1,000.00                                                      │
 │ 02-                                                                      │
 │                                                                          │
 │ A--*HP20-DOCUMENT ACCEPTED                                              │
 │                                                                          │
 └────────────────────────────────────────────────────────────────────────┘
```

Let's go back and view this listing in the Suspense File. Remember how to back away from this screen?

Press <HOME> to put the cursor in the FUNCTION field.

Type in FD (or END)

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ACTION: L  SCREEN: MTIM         M  M  A  R  S              11/02/97 13:43:47 │
│ ---------------------------------------------------------------------------- │
│                       FILES AND TABLES MAIN MENU                             │
│ ---------------------------------------------------------------------------- │
│                                                                              │
│            SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (    )         │
│                                                                              │
│    (   ) APPROP AND BUDGETS MENU          (   ) EXPENDITURES MENU            │
│    (   ) GENERAL ACCOUNTING MENU          (   ) REVENUE MENU                 │
│    (   ) COST ACCOUNTING MENU             (   ) EXTENDED PURCHASING MENU     │
│    (   ) FIXED ASSETS MENU                (   ) MONTHLY SPENDING MENU        │
│    (   ) INTERDEPARTMENTAL MENU           (   ) PROJECT ACCT & REPORTING MENU│
│    (   ) SUSPENSE FILE MANAGEMENT MENU                                       │
│                                                                              │
│                                                                              │
│        PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED   │
│                                                                              │
└─────────────────────────────────────────────────────────────────────────────┘
```

Cross Travel to SUSF

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ACTION: S  SCREEN: SUSF          M  M  A  R  S            11/02/97 14:12:58  │
│ DOCUMENT SUSPENSE FILE INQUIRY                                               │
│ FUNCTION:                                                                    │
│      S                                                                       │
│      E ----BATCH ID---- -----DOCUMENT ID------           LAST    LAST       │
│      L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT APPRV DATE    USER       │
│      - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------     │
│    00-                                                                       │
│    01-                                                                       │
│    02-                                                                       │
│    03-                                                                       │
│    04-                                                                       │
│    05-                                                                       │
│    06-                                                                       │
│    07-                                                                       │
│    08-                                                                       │
│    09-                                                                       │
│    10-                                                                       │
│    11-                                                                       │
│    12-                                                                       │
│    13-                                                                       │
└─────────────────────────────────────────────────────────────────────────────┘
```

With the S for SCAN in the ACTION field,

Key in the DOC ID information from your document. Make sure you are typing in under the DOC ID umbrella, and not the BATCH ID umbrella.

Press <ENTER>.

```
ACTION: R  SCREEN: SUSF            M   M   A   R   S              11/02/97 15:01:07
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
     S
     E ----BATCH ID---- -----DOCUMENT ID------              LAST    LAST
     L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE    USER
     - ---- ---- ------ ---- ---- ------------ ----- ----- ------  ------
  00-
  01-  .    .    .      PO   FUN  1000 5305KED SCHED 00000 971101 CPIABG
  02-  .    .    .      PO   FUN  1000 5306KED DONE  00000 971102 CTRAC4
  03-  .    .    .      PO   FUN  1000 5432DEM SCHED 00000 971101 DEMBII
  04-  .    .    .      PO   FUN  1000 5499Q99 SCHED 00000 971102 DYSAVH
  05-  .    .    .      PO   FUN  1000 5620SMP DONE  00000 971101 OCDAEN
  06-  .    .    .      PO   FUN  1000 5621ANN DELET 00000 971101 MRCALJ
  07-  .    .    .      PO   FUN  1000 5678DMR DONE  00000 971101 SAOALP
  08-  .    .    .      PO   FUN  1000 5950001 DONE  00000 971027 MRCACB
  09-  .    .    .      PO   FUN  1000 6565PAR DONE  00000 971025 CTRTR1
  10-  .    .    .      PO   FUN  4000 5182JM1 DONE  00000 970629 CTRABD
  11-  .    .    .      PO   FUN  4000 5182JPM DONE  00000 970629 CTRABD
  12-  PO   FUN  123456 .    .    .    .       HELD  00000 971101 CTRABD
  13-  PO   FUN  123456 PO   FUN  1000 5305JPM REJCT 00000 971101 CTRABD
```

Your document ID should now be listed at the top of the screen. The listings are in alphanumeric order by DOC ID. The rest of the list contains documents which are after yours in number sequence.

SKILL CHECK

Go from the Suspense File into your document.

Once you are in your document, back out to the Suspense File again.

(Go back to **MODULE II, Lesson 2, Topic 3,** if you have any problems with this Skill Check.)
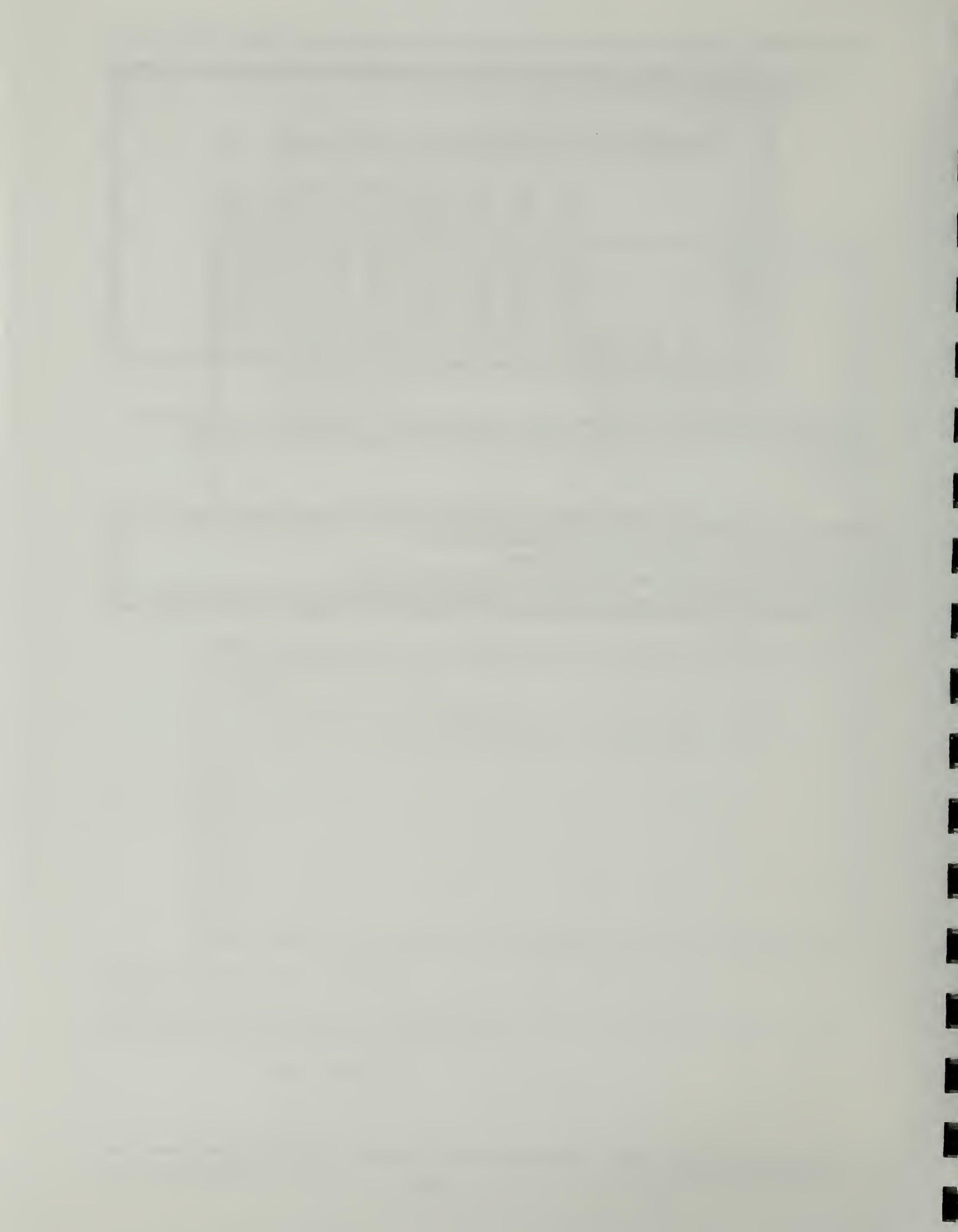
INTRODUCTION TO MMARS: PART II
Planned Obligations
Topic 3

In This Lesson We Will Learn: Where our MMARS PO Transactions are stored once they leave the Suspense Files.

MMARS transactions do not disappear once they leave the Suspense Files. They are recorded in other MMARS tables. The original DOC ID number is UNIQUE and stays with the document as it is stored in other tables. It is the number we use to access MMARS Transaction information.

We talked about two major parts of a MMARS Transaction when we did the PO. These parts are known as the HEADER information and the LINE information. When a MMARS Transaction reaches a **DONE** status on the Suspense Files, it is stored in header information and Line information tables. The transactions' unique DOC ID allows the information to be called up.

We have completed only one MMARS Transaction so far. It was the PO. The Header information on the PO hits a table called **OPPH,** OPEN PO HEADER INQUIRY. Let's Cross Travel to this Table and look up our **DONE** PO.

Cross Travel from a screen with an ACTION field to OPPH.

```
ACTION:  S   SCREEN:  OPPH          M   M   A   R   S           07/25/97  13:23:11
                                  *** OPEN PO HEADER INQUIRY ***
     KEY IS TRANS CODE,  TRANS DEPT,  PO NUMBER
     01-
             TRANS CODE:        TRANS DEPT:        PO NUMBER:
              CHBK FUND:                                       CHBK DEPT:
             ORDER TYPE:                             CHBK RSRC/SUB:
           OFF RES ACCT:                                        PO DATE:
               COMMENTS:                                      PO AMOUNT:
            VENDOR CODE:                            PO CLOSING DATE:
            VENDOR NAME:                              CLOSED PO AMT:
     02-
             TRANS CODE:        TRANS DEPT:        PO NUMBER:
              CHBK FUND:                                       CHBK DEPT:
             ORDER TYPE:                             CHBK RSRC/SUB:
           OFF RES ACCT:                                        PO DATE:
               COMMENTS:                                      PO AMOUNT:
            VENDOR CODE:                            PO CLOSING DATE:
            VENDOR NAME:                              CLOSED PO AMT:
```

Notice the **KEY** on this table. It is asking for the **DOC ID**.

TAB to **TRANS CODE:** field and begin typing in your **DOC ID**.

The cursor will move from field to field by itself. The last field, of PO NUMBER:, needs both the ORG number and the seven digit document number. The entire DOC ID from the PO will be typed into these KEY fields in the same order as they appear on the document.

Press <ENTER>.

```
ACTION: R  SCREEN: OPPH        M  M  A  R  S        07/25/97 13:30:16
                    *** OPEN PO HEADER INQUIRY ***
KEY IS TRANS CODE, TRANS DEPT, PO NUMBER
01-
          TRANS CODE: PO TRANS DEPT: FUN   PO NUMBER: 10008054002
          CHBK FUND:                                  CHBK DEPT:
          ORDER TYPE: 1                          CHBK RSRC/SUB:
        OFF RES ACCT: 0351                             PO DATE: 07 25 97
            COMMENTS:                               PO AMOUNT:  1,000.00
        VENDOR CODE: 000010000  0024            PO CLOSING DATE:
         VENDOR NAME: M A P S                    CLOSED PO AMT:  0.00
02-
          TRANS CODE: PO TRANS DEPT: FUN   PO NUMBER: 10008061001
          CHBK FUND:                                  CHBK DEPT:
          ORDER TYPE: 1                          CHBK RSRC/SUB:
        OFF RES ACCT: 0351                             PO DATE: 03 02 97
            COMMENTS:                               PO AMOUNT:   650.00
        VENDOR CODE: OPENORDER                  PO CLOSING DATE:
         VENDOR NAME: OPEN ORDER VENDOR          CLOSED PO AMT:  50.00
```

The screen fills in with two entries. The top listing is the one you requested. The second listing is the next numerical sequence by DOC ID.

The following is an explanation of the **OPPH** screen:

OPEN MISCELLANEOUS ENCUMBRANCE HEADER FILE

Purpose: This file contains the list of all outstanding Miscellaneous Encumbrance (PO) and Closed Miscellaneous Encumbrance. All Information recorded on the header part of the Miscellaneous Encumbrance input from appears in the file, in addition to the total amount closed.

Updates: Lines are added to this file when new Miscellaneous Encumbrance (PO) documents are accepted by MMARS, and lines are changed when modifications are submitted on these documents. The closed amount column is updated when Payment Vouchers are accepted.

FIELD NAME FIELD DESCRIPTIONS

TRANS CODE: The transaction letters assigned to this miscellaneous encumbrance on the PO input form. This two letter abbreviation for the transaction is preprinted on the form.

TRANS DEPT: The department responsible for entering this PO and the one that will provide the payment.

PO NUMBER: The PO number assigned to this miscellaneous document on the PO input form. This number begins with the four digit ORG code.

CHBK FUND: This field is always empty on the PO. It is used for interdepartmental transactions.

ORDER TYPE: This field is a department-defined field used to identify different types of encumbrances.

CHBK RSRC/SUB: Charge Back Revenue Source Code Subsidiary - This field is used for interdepartmental encumbrances.

OFF RES ACCT: Offset Reserve Account - The code for the balance sheet account used for reserves for encumbrances. The code used is listed in the System Special Accounts Table.

PO DATE: The PO date given on the miscellaneous encumbrance input form.

COMMENTS: The comments given on the miscellaneous encumbrance input form.

PO AMOUNT: The total amount of this miscellaneous encumbrance document; it reflects all adjustment actions made on the original amount.

VENDOR CODE: The vendor code given on the miscellaneous encumbrance input form.

**PO CLOSING
DATE:** The date on which this miscellaneous encumbrance was either paid off or forced closed by a payment voucher transaction.

**CLOSED PO
AMT:** The total amount cleared so far on this miscellaneous encumbrance document (i.e., the total of all PO line Closed Amounts from the PO Line Application File.)

Now that we have seen where our **HEADER** information is stored for our PO, we can **SUPER LEAF** over to the line information. The table the line information resides under has a screen code of **OPPL**.

Press **<HOME>** to bring your cursor into the **ACTION** field.

Type **L** in the ACTION field.

Press **<ENTER>**.

```
ACTION: R  SCREEN: OPPL        M  M  A  R  S              07/25/97 13:34:59
                       *** OPEN PO LINE INQUIRY ***
KEY IS TRANS CODE, TRANS DEPT, PO NUMBER, LINE NUMBER

TRANS CODE: PO DEPARTMENT: FUN PO NUMBER: 10008054002 LINE NUMBER: 01
 BUDGET FY: 98  LINE DESCRIPTION:  LAW BOOKS
      FUND: 010          OBJ/SUB: E12      GEN REPT CATG:
DEPARTMENT: FUN          ORG/SUB: 1000     PROJECT NUMBER:
 REPT CATG: 0001          CLIENT:              ACTIVITY:
 APPR CODE: 11111111                      PO LINE AMOUNT:      1,000.00
SUBSIDIARY: EE                            PO LINE CLD AMT:         0.00
   PROGRAM:                               PO LINE EXP AMT:         0.00
REF RESERVATION/RQ:  ID:                          AMOUNT:         0.00
```

The Super Leaf carries all the KEY information from the Header table, into the KEY of the Line table. You should see your line information displayed before you.

Notice the last area of the KEY for this table. It is the line number. It will automatically display Line 1 first. Our document only had one line. If several lines had been keyed, we could reach the next line by pressing ENTER with an R in the ACTION field. This process could be repeated until all lines had been view.

A specific line can be viewed by pressing he TAB key to the LINE NUMBER field, and typing the line number of the line you wish to view.

The following is an explanation of the **OPPL** screen:

OPEN MISCELLANEOUS ENCUMBRANCE LINE FILE

Purpose: This file contains the list of all outstanding planned obligation (PO) lines and closed planned obligation lines before they have been archived. All information recorded on the line level of the planned obligation (PO) input form appears in the file, in addition to closed and expensed amounts. The file is organized by planned obligation document number.

Updates: Lines are added to this file when new planned obligation lines are accepted by MMARS, and lines in the file are changed when modifications are submitted on planned obligation lines. The reference document ID and reference document closed amounts are updated when cash disbursements are processed, and manual checks and expense vouchers accepted. Lines are deleted from the file at the end of an accounting period when they have been closed for one entire accounting period.

TRANS CODE The transaction number assigned to this miscellaneous encumbrance on the PO input form.

TRANS DEPT The department responsible for entering this PO and the one that will provide the payment.

PO NO. The PO number assigned to this miscellaneous encumbrance document on the PO input form.

LINE NO. The number of the line item being described, assigned on the PO input form.

BUDGET FY The last two digits of the budget fiscal year. Inferred from the Purchase Order.

LINE DESCRIPTION The comments entered in to PO input form.

FUND The fund to which the PO is charged.

OBJ/SUB The organization/suborganization entered on the PO.

PROJECT NUMBER The Project number entered on the PO.

REPT CATG The reporting category entered on the PO.

CLIENT The client number entered on the PO.

APPR CODE The appropriation account to which the PO is charged

PO LINE AMOUNT The amount of this purchase order line; it reflects all adjustment actions made on the original amount.

SUBSIDIARY The subsidiary that will be credited for this order.

PO LINE CLOSED AMT The total amount paid so far on this purchase order line, until the purchase order line is closed. At closing, this figure is set equal to the PO line amount, even if the closed amount was more or less than the PO line amount. (The next column reflects the actual amount expended at the time of closing.)

PROGRAM The program charged for this purchase order.

PO LINE EXPENSE AMOUNT The total amount paid so far on this purchase order line (i.e., the total of all line.) accepted payment voucher lines referencing this purchase order

REFERENCE DOC ID If this purchase order references a requisition, the requisition number.

REFERENCED DOCUMENT CLOSED AMT The amount entered on the requisition that must be reduced to zero to close out the requisition.

See the Appendix for a complete list of MMARS Tables.

PAYMENT VOUCHERS
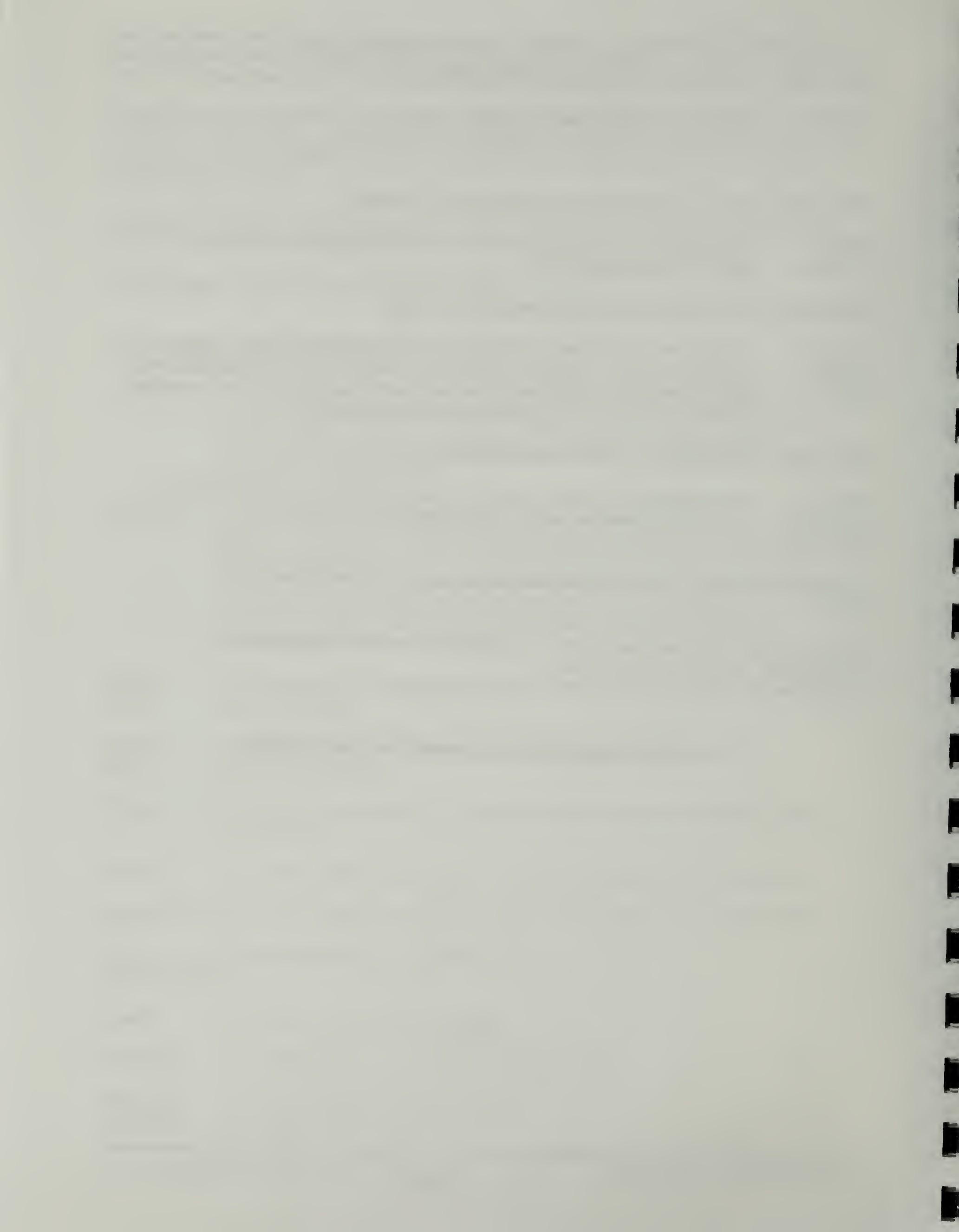
INTRODUCTION TO MMARS: PART II
Payment Vouchers
Topic 1

In This Lesson We Will Learn: The policy and procedure involved in completing a
Payment Voucher, (PV).

Purpose: This document generates a payable for goods received or services rendered.

Payment vouchers are NEVER done prior to receiving the goods or services. A
Payment Voucher should always reference a Vendor invoice number. There are
safeguards built into MMARS to keep us from paying duplicate invoices.

The following is a description of the Payment Voucher with instructions on how to
fill it out. We will pay our encumbrance (PO) for the journals for training purpose.

PAYMENT TRANSACTIONS

<u>**Payment Voucher (PV)**</u>

<u>**Introduction**</u>
A Payment Voucher (PV) authorizes the disbursement of funds. An encumbrance is usually
processed before a Payment Voucher (PV). The appropriate encumbrance must be referenced
on the Payment Voucher (PV). When a Payment Voucher (PV) line references an encumbrance
line, the referenced encumbrance line is cleared by the amount of the Payment Voucher (PV) line
and information from the encumbrance line will be transferred automatically to the PV screen. A
Payment Voucher may not have an encumbrance document to reference. In these cases, the
payment voucher will reference the vendor's invoice only.

A tolerance percent has been established in **MMARS** to allow departments to spend 10 percent
over the recorded encumbrance amount on a Miscellaneous Encumbrance (PO). The tolerance
amount cannot exceed the available funds.

GENERAL PROCEDURES FOR PROCESSING PAYMENT VOUCHERS (PV)
When a Payment Voucher (PV) is received by the department, the Payment Voucher must be
stamped to show the date on which it was received.

Let's begin by taking out a blank PV form from the Appendix of this module. You may also refer to
the PO which you completed earlier in this module.

Let's go over the PV fields.

PAYMENT VOUCHER INPUT FORM

Department/Organization Name
1

The Commonwealth of Massachusetts
Office of the Comptroller
Revised

7/7/97

Document ID				
2				
Dept	PrOrg	Number	PV Date	Acctg Prd	Bud FY
			3	4	5

Trans				
PV				

Action:
6 (B) (M)

Sch Pay Date
7

Off Liab Acct
8

VENDOR SCERTIFICATION
I certify that the goods were shipped or
the service rendered as set forth below.   9

(Please Sign In Ink)

Vendor Name and Address
15

Ref Doc ID
10

Pay Ref Num
12

Vendor Code
13

Emp
14

Document Total:
11

Line	Quantity	Description	Unit Price	Amount

Reference Order

16

	Before	Order												
		18												

LN	Trans	Dept	Line	Dept	Number	Dept	App op	Sub	Org	SObj	Obj	SObj	Prog	Ty	PROJ/GRC
17		19					20	21	22	23	24	25	26	27	28

Reg	Fund	BS Acct	Dept	Pymnt Reference Num		Description		
29	30	31	32	33		34		

MSA#		Line #	Doc	Date of Service		Quantity	Amount	
35		36	37	To 38		39	40	

VU	Ref
41	42

43

INSTRUCTIONS TO VENDOR

FILL IN SHADED AREAS
...
STATE ORGANIZATION
RETAIN GREEN COPY

TO THE COMPTROLLER OF THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify under the penalties of perjury that all laws of the Commonwealth governing disbursement of
public funds and the regulations and orders have been complied with and observed.

Prepared By _____ Title _____ Date _____

Entered By _____ Title _____ Date _____

The undersigned authorized signatory approving this document certifies that this document and any attachment are accurate and complete and comply with all applicable general and special laws and regulations.

Approved By _____ Title _____ Date _____ Phone # _____

1. DEPARTMENT/ORGANIZATION NAME

Required   Write the name of the department and organizational unit
                                    responsible for this Payment Voucher.

2. DOCUMENT ID
Required.   Write the document identification number, which is composed of:

>   **TRANS**   The preprinted transaction code (PV for Payment Voucher);

>   (1)   **DEPT**
>   The three-position code for the department responsible for this
>   payment.

>   **Training Dept.**   **FUN**

>   (2)   **R/ORG**
>   The four position code for the organizational unit responsible for this
>   payment;

>   **(Training R/ORG 1000**

>   (3)   **NUMBER**
>   The seven-digit number assigned to this document.

>   **Your Instructor will assign a Number.**

If this form is **modifying** a previously entered Payment Voucher, enter the document identification
number of the original Payment Voucher.

3. PV DATE

Required.   Write the date to be associated with this bill (the date the
                                    department received the Vendor's Invoice) in month-day-year
                                    format (e.g., March 1, 1997 is entered as 03 01 97).

                                    We will use the current date for Training.

4. ACCTG PRD

Optional.   If left blank, the entries on this form are recorded in the accounting period
                                    based on the transaction date. Vouchers with transaction dates in a closed
                                    accounting period should list an accounting period is still open. If you want
                                    them recorded in a different accounting period, enter the desired period (it
                                    must be open) in fiscal month-year format (e.g. July 1997 is entered as 01
                                    98, where July is the first month of fiscal year 1998).

                                    We will skip this field for Training.

11. DOCUMENT TOTAL

__Required.__   Write the total amount billed on this payment voucher in dollars and cents. If the amount is being modified,

1.   Add together all line amounts coded as increase ("I"),
2.   Add together all line amounts coded as decrease ("D").
3.   Subtract the smaller amount from the larger amount, and enter the difference as the total.

We will enter $500.00 for our Law Books for Training.

12. PAYMENT REF NUM

__Optional.__   Write the number assigned by the vendor to the vendor invoice (if the Payment Voucher is completed by the vendor, the vendor should enter this number. The Department should assign a VI number, such as a bill date, if the vendor does not supply this information.

We will skip this field.

13. VENDOR CODE

__Required.__   Write the vendor identification number from the MMARS Vendor Table. For employees, list their social security number and first four digits of the last name. Repeat the last letter when the name is less than four characters.

We will write the Vendor Code from our PO for Training.

14. EMP

__Required.__   For employee reimbursements. Enter **"Y"** to indicate the payee is an **employee** rather than a vendor. Leave field empty if payee is a vendor.

We will skip this field.

15. VENDOR NAME AND ADDRESS

__Required.__   Write the name and address of the vendor or employee name as well as Department/Organization.

We will enter the name of the Vendor on our PO for Training.

16. The following six fields are usually filled in by the Vendor:
    REFERENCED ORDER

__Optional.__   Write the document identification number of the encumbrance associated with this payment.

We will skip this field.

11. DOCUMENT TOTAL

Required.   Write the total amount billed on this payment voucher in dollars and cents. If the amount is being modified,

1.   Add together all line amounts coded as increase ("I"),
2.   Add together all line amounts coded as decrease ("D").
3.   Subtract the smaller amount from the larger amount, and enter the difference as the total.

We will enter $500.00 for our Law Books for Training.

12. PAYMENT REF NUM

Optional.   Write the number assigned by the vendor to the vendor invoice (if the Payment Voucher is completed by the vendor, the vendor should enter this number. The Department should assign a VI number, such as a bill date, if the vendor does not supply this information.

We will skip this field.

13. VENDOR CODE

Required.   Write the vendor identification number from the MMARS Vendor Table. For employees, list their social security number and first four digits of the last name. Repeat the last letter when the name is less than four characters.

We will write the Vendor Code on our PO for Training.

14. EMP

Required.   For employee reimbursements. Enter **"Y"** to indicate the payee is an **employee** rather than a vendor. Leave field empty if payee is a vendor.

We will skip this field.

15. VENDOR NAME AND ADDRESS

Required.   Write the name and address of the vendor or employee name as well as Department/Organization.

We will enter the name of the Vendor on our PO for Training.

16. The following six fields are usually filled in by the Vendor:
         REFERENCED ORDER

    Optional.   Write the document identification number of the encumbrance associated with this payment.

    We will skip this field.

LINE

Optional.   Write the applicable accounting line number from the referenced encumbrance (e.g., PO).

We will skip this field.

QUANTITY

Optional.   Write the quantity of goods or services.

We will skip this field.

DESCRIPTION

Optional   Write a description of the item or service provided.

We will skip this field.

UNIT PRICE

Optional.   Write the price for each unit billed.

We will skip this field.

AMOUNT

Optional.   Compute the amount by multiplying the unit price times the quantity. The billed amount may be less than the rate times the units when outside payments (e.g. parent payments) reduce the total cost to the state.

We will skip this field.

17. LN

Required   Write a different two-digit number for each line (01, 02, 03, etc.)

We will write Line Number 01 in the LN for training

18. REFERENCED ORDER

Required.   This line item refers to a previously entered encumbrance line. The referenced document identification number is comprised of:

TRANS
the two-position transaction code of the encumbrance;

DEPT
the three-position alpha department code;

R/ORG
the four-position responsible organization code;

NUMBER
the seven-digit document number; and

LINE
the two digit line number of the encumbrance that is being referenced.

We will enter the PO Number from our PO for Training.

19. DEPT

Required.   Write the three-position code for the department responsible for this payment. If this line references an encumbrance, this information will be automatically transferred from the encumbrance. No entry is required.

We will write FUN in the DEPT field for Training.

20. APPROP

Required.   Write the name of the appropriation account funding this payment. Also, this line references an encumbrance and the information will be transferred automatically.

We will write 1111 1111 in the APPROP field for Training.

21. SUB

Required.   Write the two position code of the subsidiary of the appropriation account funding this payment. This line references an encumbrance and the information will be transferred automatically.

We will write EE in the SUB field for Training.

22. ORG

Required.   Write the four-position code for the organizational unit responsible for this payment. This line references an encumbrance and the information will be transferred automatically from the encumbrance. No data entry in required.

We will write 1000 in the ORG field for Training.

23. S/ORG

Optional.   May be required by your department. Write the two-position code of the sub-organizational unit responsible for this payment. Refer to your department's Suborganization Table **(SORG)** for a list of valid codes. If the encumbrance includes a s/org code, the information will be transferred automatically from the encumbrance. No data entry is required.

We will skip this field.

24. OBJ

Required.   Enter the three-position code from the Object Table (OBJT) that best describes the item or service named on this line. This line references an encumbrance and the information is automatically transferred from the encumbrance. No data entry is required.

We will write E12 in the OBJ field.

25. S/OBJ

Optional.   May be required by your department. Write the two-position code from your department's Subobject Table **(SOBJ)** that best describes the item or service named on this line. This line references an encumbrance and the information will be automatically transferred from the encumbrance. No data entry is required.

We will skip this field.

26. PROG

Optional.   May be required by your department. Write the appropriate four-position program code from the Program Table **(PROG)**. If this line references an encumbrance, the information will automatically be transferred from the encumbrance.

We will skip this field.

27. TY

Optional.   This block must be completed if the **PROJ/CL/GRC** block is completed. This field indicates whether the following field is a client, a project, or a general reporting category. Write one of the following codes:

C	**=**	**client**
P	**=**	**project; or**
G	**=**	**general reporting category**

We will skip this field.

28. PROJ/CL/GRC

Optional.   Required if the **TY** field is completed. This field is used for a client code, a project code, or a general reporting category code. The coding of the field depends upon specific department needs and may be required by your department. This line references an encumbrance and the information will automatically be transferred from the encumbrance.

We will skip this field.

29. RPTG

Optional.   This four-position reporting category code may be required by your department. Refer to the Reporting Category Table **(RPTG)** for a list of valid codes for your department. This line references an encumbrance and the information will automatically be transferred from the encumbrance. No data entry is required.

We will skip this field.

30. FUND

Required.   This three-digit number will infer automatically from the appropriation number.

We will skip this field.

31. BS ACCT Leave Blank.

32. DEPT

Required.   The three-position code for the department responsible for this payment.

We will enter FUN in the DEPT field for Training.

33. PYMNT REFERENCE NUM

Required.   May be left blank. If the invoice number is entered at the top of the form. Otherwise, write the Payment reference number.

We will key our INITIALS in the PAYMENT REFERENCE NUMBER field.

34. DESCRIPTION

Optional.   Write notes about this Payment Voucher line.

We will write LAW BOOKS in the DESCRIPTION field for Training.

35. MSA#
Required   The Master Service Agreement number of a purchase made off a master service agreement would require the number in this field.

Our purchase wasn't from a Master Service Agreement.

We will skip this field.

36. LINE#
Required

If the purchase was made off a Master service Agreement, the line number of the agreement would have to be written here.

Our purchase wasn't from a Master Service Agreement.

We will skip this field.

37. DISC
Optional.
Write the four-position discount code from the Discount Type Table (DISC).

We will skip this field.

38. DATES OF SERVICES
Required.
When a service has been provided. Write the "from" and "to" dates in month-day-year format (e.g., March 1, 1997 is entered as 03 01 97). If a good has been received, write the date of receipt in the "from" date.

We will write the CURRENT DATE in the DATES OF SERVICE field for Training.

39. QUANTITY
Optional.
Write the quantity of goods or services for which payment is being made. The MMARS System will default to **1.**

We will skip this field

40. AMOUNT
Required.
If adding a new line, write the dollar amount of the item or service described on this line. If modifying the amount of a previously entered payment voucher, write the amount of the increase or decrease.

We will write $500.00 in the AMOUNT field for Training.

41. I/D
Required.
If the amount is being modified.

I   =   **increase in the amount; or**
D   =   **decrease in the amount.**

We will skip this field.

42. P/F
Required.
This line references an encumbrance. This block indicates whether the line is closing out a referenced encumbrance line (enter **"F"** for final payment) or whether it only partially pays against the encumbered amount (leave blank for partial payment). Payments where the line amount exceeds that on the encumbrance but is within the tolerance limit **(10%)** must always be coded with **"F".**

We will let the MMARS system default to partially reduce our PO Encumbrance for Training.

43. PREPARED BY:

<u>Required.</u>   Must be signed by the person who prepares the form. Include the job title of the person preparing the form and the date on which the form is prepared.

44. ENTERED BY:

<u>Required.</u>   Should be signed by the person who enters information from the form into MMARS. Include the job title of the person performing data entry and the date on which data entry is performed.

45. APPROVED BY:

<u>Required.</u>   Must be signed by the department head (or his/her designee). Include the job title of the person approving the form and the date on which the form is approved.
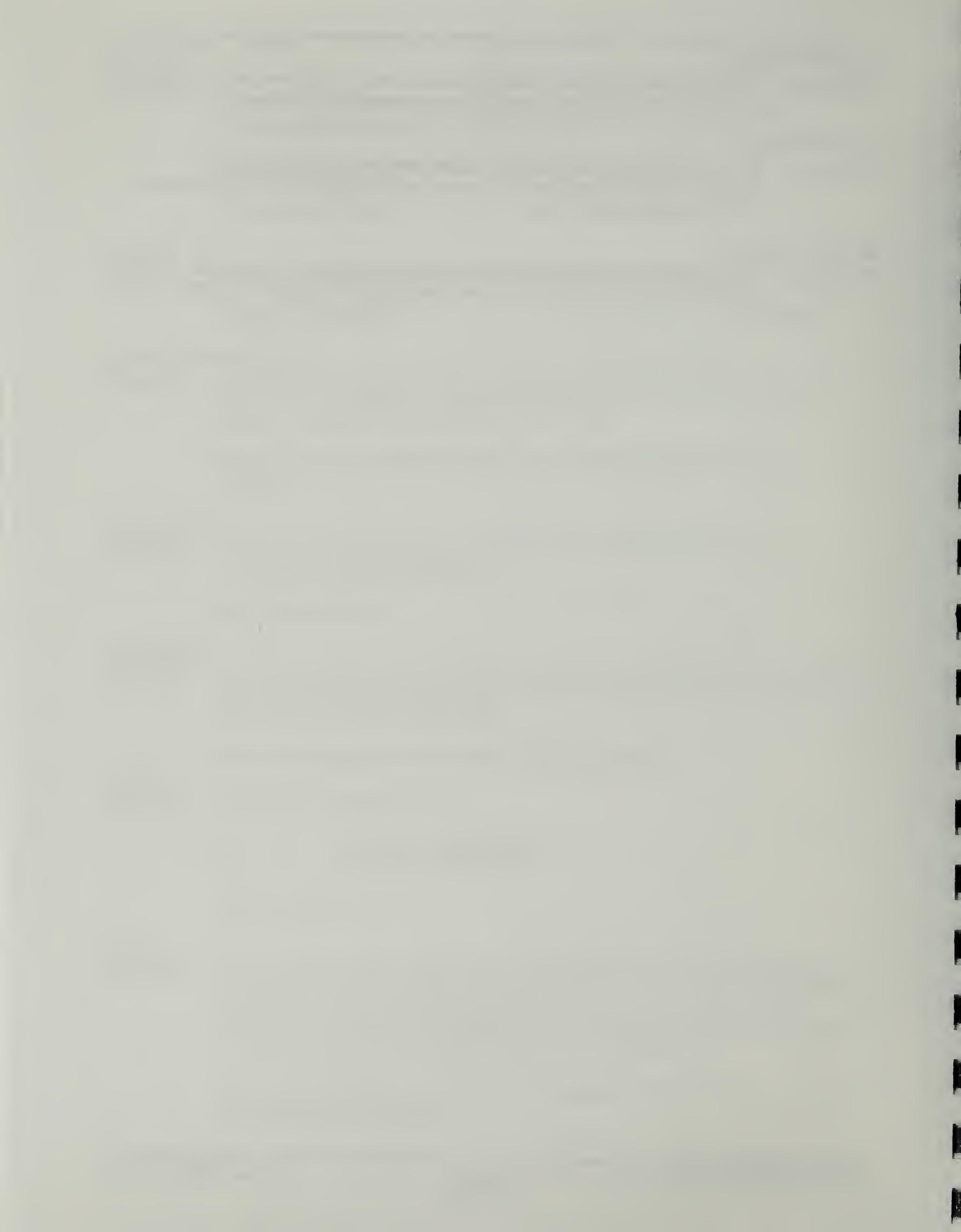
INTRODUCTION TO MMARS: PART II
Payment Voucher
Topic 2

In This Lesson We Will Learn: How to key our Payment Voucher into the MMARS system.

You should now log into MMARS Training if you have backed out.

Look on Page 68 of this module. Figures were recorded from the APR2 screen prior to entering the PO into the system.

Let's record some more information, prior to entering our PV into the system.

> **Select 2 from the Main Menu and**
>
> **Press <ENTER>.**
>
> **Cross travel to APR2.**

Fill in the **KEY** using the information from the PO you filled out.

> **Press <ENTER>.**

> Jot down the figures in the ;
>> uncommitted balance:_____
>
>> Percent committed:_____
>
>> encumbered amount:_____

Compare these to the figures on page 68, prior to the encumbrance document being accepted into the system. The uncommitted balance should now be lower. The percent committed would be slightly higher. The encumbered amount should be higher.

We need to keep track of a couple of additional fields in order to see the impact of the payment voucher on your financial fields.

> Jot down the figures in the;
>
>> expended amt._____
>
>> unexpended balance _____
>
>> percent expended _____

Let's take a short cut to the **Document Processing Screen.**

> **Type an L in the ACTION field.**

The cursor will jump to the SCREEN field.

Type PV in this field.

```
ACTION: 1  SCREEN: pv           M  M  A  R  S              11/21/97 10:45:36
                        *** APPROPRIATION INQUIRY ***
      KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

      FISCAL YEAR: 98   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: EE

      NAME: COMMISSION FOR FUN                        SUB NAME: ADMIN-EXP

            OBLIGATION CEILING AMT:      997,500.00
           EXPENDITURE CEILING AMT:      255,500.00
                 PAYROLL HOLD AMT:             0.00
               PRE-ENCUMBERED AMT:             0.00
                  ENCUMBERED AMT:       262,838.51
                    ADVANCED AMT:             0.00
                    EXPENDED AMT:        62,839.86
               PRIOR YEAR EXP AMT:             0.00
                  EXPENSE BUD AMT:             0.00
              BALANCE FORWARD AMT:             0.00
                     --- AVAILABLE FUNDS ---
      UNCOMMITTED BALANCE:       671,821.63    UNEXPENDED BALANCE:      192,660.14
       INVESTMENT BALANCE:           N/A       NON INVEST CASH BAL:         N/A
        PERCENT COMMITTED:  32.64 %            PERCENT EXPENDED:  24.59 %
```

Press <ENTER>.

This will bring you back to the Document Processing Screen.

```
FUNCTION: NEW              DOCID: PV                     11/21/97 10:54:39
                          BATID:                         STATUS:

                   PAYMENT VOUCHER DOCUMENT

      PV/INVOICE RECEIPT DATE:          ACCTG PRD:        BUDGET FY:
                      ACTION:                          SCH PAY DATE:
                 OFF LIAB ACCT:                            COMMENTS:
                                                    DOCUMENT TOTAL:

      BUSINESS FUNCTION CODE:              STANDARD TEXT CODE:
          PAY REF NUM:                          PAYMENT FLAG:
          REF DOC ID:                               PV TYPE:
                                        ENTERED VIA INTERFACE:
         VENDOR CODE:                          EMPLOYEE FLAG:
         VENDOR NAME:
            ADDRESS:
                                                     ZIP:


      A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

Notice that the **FUNCTION** field is already filled in with **NEW**. The lower left of the screen tells us to;

Type in the rest of the DOC ID and

Press <ENTER>.

The completed **PV** should be in front of you.

PAYMENT VOUCHER TRANSACTION

Purpose: This document generates a payable for goods received or services rendered.

The following fields are found on the Payment Voucher document screen:

DOCUMENT **Required.** On the Start Up Screen enter the Document ID which is
ID (DOC ID) comprised of the transaction code (it appears on your screen). The three digit
department code, four digit organization code, and seven digit document number.
Procedures for assigning document numbers may vary by department.

If you are changing lines on a previously entered transaction, enter that
document's ID number.

Type in the DOC ID from your document.

Press <ENTER>.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ FUNCTION:                    DOCID: PV FUN 1000 8325KED      11/21/97.. 11:26:19 │
│                              BATID:                          STATUS:        │
│                                                                             │
│                   PAYMENT VOUCHER DOCUMENT                                   │
│                                                                             │
│ PV/INVOICE RECEIPT DATE:          ACCTG PRD:       BUDGET FY:               │
│               ACTION:                          SCH PAY DATE:                │
│          OFF LIAB ACCT:                          COMMENTS:                  │
│                                               DOCUMENT TOTAL:               │
│                                                                             │
│ BUSINESS FUNCTION CODE:            STANDARD TEXT CODE:                       │
│    PAY REF NUM:                       PAYMENT FLAG:                          │
│     REF DOC ID:                            PV TYPE:                          │
│                               ENTERED VIA INTERFACE;                         │
│     VENDOR CODE:                     EMPLOYEE FLAG:                          │
│     VENDOR NAME:                                                             │
│        ADDRESS:                                                             │
│                                               ZIP:                          │
└──────────────────────────────────────────────────────────────────────────┘
```

Your cursor should now be blinking at the **PV/INVOICE RECEIPT DATE**.

HEADER SCREEN

PV/ INVOICE RECEIPT DATE:(PV date)

Required. Enter the date from the input form in MMDDYY format. This should be the date stamped on the invoice from the customer.

We will enter today's date in this field.

ACCOUNTING PERIOD (Acctg Prd)

Optional. The default is the current accounting period.

We will leave this field blank.

BUDGET FISCAL YEAR (BUDGET FY)

Optional. Enter the last two digits of the budget fiscal year. Usually this is the same as the current accounting year but you may enter a prior open year. (For instance, during accounts payable and before annual close you might apply this transaction to the prior year.

We will enter the two character current fiscal year in the Fiscal Year field.

ACTION   **Optional.** Blank defaults to "E". Enter "M" if this document modifies a previous Payment Voucher; this allows you to add lines, to change the amounts of existing lines, or to cancel lines by modifying the line amount to zero. With the modify action, all codes must match those on the original document.

To change codes in a line you must cancel that line by decreasing the line amount to zero dollars and inserting an additional line with the corrected codes.

We'll type the E into this field.

SCHEDULED PAY DATE (SCH PAY DATE)

Optional. Enter the date on which you want the check for this payment voucher to be issued.

We'll skip this field.

OFFSET LIABILITY ACCOUNT (OFF LIAB ACCT)

Optional. Usually left blank; used when reference is accrued expense. Enter the code of the balance sheet account to be credited for the liability created by payment of items listed on this document. The code used must be valid in the Balance Sheet Account Reference Table BACC, and must be a "02" (liability) account. Defaults to Account Code by using the code recorded in the System Special Accounts Table, in the column labeled Offset Liability Account.

We'll skip this field.

COMMENTS

Optional, for reporting purposed only. Enter notes about this document. The first 15 characters of this field will print on the check stub.

We'll type in "Law Journals". Many times this saves you from getting calls from the vendor asking what the payment is for.

DOCUMENT TOTAL

Required. Enter the total of all of the lines in the document. Code a decimal and cents. The decimal is inferred unless entered. Thus 25 = 25.00, but to get 25.49 you must enter the decimal. If you wish .25, you must enter .025. For modifying entries, total all the line amounts that are increasing (I), and then total all the line amount that are decreasing (D). Subtract the smaller of the two amounts.

We will type in 500.00 in this field. NEVER use dollar signs.

BUSINESS FUNCTION CODE

Optional The Business Function Code (BFC) field is used to identify to TRE the processing rules and attribures as dictated by the agencies business requirements. The BFC may further define, for a specific department, the remittance advice format, the bank related data, the post processing conditions, and the payment method restrictions.

If the Business Function Code is not entered on the transaction, the system will assign the default BFC value which is 100, and the document will process. Only a limited number of departments will use a BFC other than the default. These departments will coordinate with TRE to define the code to meet the remittance needs for the department.

We will skip this field.

STANDARD TEXT CODE

Optional. A department sending the same message to multiple payees via the remittance advice can enter a standard text message on the STXT table that will then print on the remittance of all referenced payment vouchers for that department. There are five lines available. The department makes up a four character code representing their message. This is the code which is displayed in the Standard Text Code field of the PV.

We will skip this field.

PAYMENT REFERENCE NUMBER

Required. If no payment reference number is coded on the PV lines. Enter the payment reference number here if all of the PV lines reference a single invoice. Use as many of the twelve characters as you need for the payment reference number.

We can skip this field because the line information has an area where we'll type it instead. The line field is a stronger edit. If we are paying the vendor for more than one invoice, we would always need to use the line, so that we can type in the individual reference numbers on individual lines.

PAYMENT FLAG

Optional. It is the Comptroller's policy to combine as many of the same Vendor's PV's onto one payment. In some cases, a department will need to generate a separate payment or deliver a check directly to a payee. The payment flag field will allow the departments this flexibility.
>   **S** = Separate Payment for that payment transaction
>   **P** = Check will be pulled by TRE for Dept pick up. A P on an EFT will create a pulled check instead.
>   **N** = The system default for this field is N.

We will skip this field.

REFERENCED DOCUMENT'S ID (REF DOC ID)

Required if this transaction references a previously entered encumbering document such as a purchase order or contract. Enter the document ID of the referenced document. Encumbrance is comprised of the two character transaction code, three digit organization code and seven digit document number.

If you plan to reference more than one document, leave this space blank and enter your references on each individual line.

We will skip this field because we can key the referenced encumbrance on the line information.

PV TYPE This field displays one of three numbers when the PV is processed;
>   **1** = Normal Disbursement check or EFT(electronic funds transfer)
>   **8** = Hand Warrant (This is an accounting function which affects the ledgers, but does not produce a check)
>   **9** = Invoice Warrant for delegated payments such as pensions & workmen's comp.

We will skip this field.

ENTERED VIA INTERFACE

An Interface system is available to Departments to speed up entry of documents. These PV's have most fields pre-set by the department, in an internal database. They then upload them to MMARS. If the PV was entered into the system via an interface, a **Y** for Yes will appear: If not, an **N** for No will appear in this field.

Required. Enter the vendor's Commonwealth vendor code. Must be valid on VEND table.

Type in the code on the vendor you put on the vendor files earlier in this module.

EMPLOYEE FLAG

Required. This field tells MMARS what table to check the Vendor Code against. If it is a vendor, the code will be checked against the Vendor files. If it is an employee, the code will be checked against the Employee files. Key in a Y for Yes. <u>Leave empty for No.</u>

Our Vendor is not an employee. We will skip this field.

VENDOR NAME AND ADDRESS

Inferred by the system from the vendor code after you press ENTER. Verify that the name is correct. Your screen should look similar to the next one shown. The same fields should be filled in.

```
FUNCTION: NEW                  DOCID: PV fun 1000 8326001          11/22/97 09:03:10
                               BATID:                          STATUS:


                        PAYMENT  VOUCHER  DOCUMENT

  PV/INVOICE RECEIPT DATE: 11 22 97   ACCTG PRD:          BUDGET FY:
                   ACTION: e                            SCH PAY DATE:
             OFF LIAB ACCT:                                COMMENTS:
                                                    DOCUMENT TOTAL: 500.00

  BUSINESS FUNCTION CODE:               STANDARD TEXT CODE:
      PAY REF NUM:                          PAYMENT  FLAG:
       REF DOC ID:                              PV TYPE:

       VENDOR CODE: 000010052 0001           EMPLOYEE FLAG:
       VENDOR NAME:
          ADDRESS:

                                              ZIP:
```

Note: This is our first two page document.

You are ready to go to the next computer screen to key the PV line information.

Press <ENTER>.

Your screen should look like the one below. The cursor should be blinking in the **LN** (line) field. Notice that you have three lines of information to key. You will have to line your cursor up in the correct fields. Using the TAB key keeps you in a logical field.

```
┌─────────────────────────────────────────────────────────────────────┐
│ FUNCTION:                    DOCID: PV FUN 1000 8326001      11/22/97 09:38:55 │
│           000-000 OF 000   BATID:                        STATUS:     │
│        ------REF DOCID-------                                        │
│  LN  TR DPT ORG  NUMBER  LN DPT  APPROP   SUB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC │
│  --  -- --- ---- ------- -- --- -------- --- --.----- ------ ---- -- ---------- │
│  ACTV RPTG FUND  BS ACCT PYMNT REFERENCE NUM     DESCRIPTION        │
│  ---- ---- ----  ------- ------------------- ------------------------ │
│  --MSA#--LN#- DISC    DATES OF SERVICE    QUANTITY    LINE AMOUNT   I/D P/F │
│  ------- ---- ----   ------------------- ---------  -------------- --- --- │
│                                                                     │
│                                                                     │
│                                                                     │
│      .                                                              │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

LINE SCREEN

If you referenced a DOC ID on the Header Screen, information from the referenced document will appear here on the line screen after entering the applicable reference line numbers. If however, you wish to reference several documents, you may do that now by entering both the DOC ID and the line item of the prior documents.

LINE NUMBER (LN)

Required. Each line item number on the payment voucher refers to three lines of data on the screen. Enter a different 2-digit number of each line item. The next four items refer to the DOC ID of an encumbering document.

Type in 01, representing the first line of our PV.

REFERENCED DOCUMENT'S ID (TR/DEPT/ORG/NUMBER)

Key the two character transaction code, three digit department code, four digit organization code, and seven digit document number of the referenced document(s).

If you key a DOC ID, all of the accounting codes you used will be carried forward from the original document after you press ENTER. Any of the optional codes that you did not complete may be filled in now. To change existing codes, you may modify the original encumbering document.

Type in the PO Doc ID from your last document.

REFERENCED DOC ID LINE

Required. Key the line number on the encumbering document that you are referencing

Our PO only had one line, so we'll type in 01 on this field.

DEPARTMENT (DPT)

Required Key the code of the department paying for the item named on this line. If this references a prior document, this code will be inferred. Must be valid in DEPT.

Skip this field.

APPROPRIATION ACCOUNT (APPROP)

Required. Key the code for the appropriation which will be charged for the items listed on this payment voucher. The code used must be valid in the Appropriation File and active on ASTA. If lines on this Payment Voucher reference prior documents, the code will be automatically carried forward from the referenced transaction.

Skip this field.

SUBSIDIARY CODE (SUB)

Optional. Key the code of the subsidiary that will be charged for the items on this voucher. Must be valid in the Object Class (OCLS) Table.

Skip this field.

ORGANIZATION (ORG)

Required if the Expense Budget Organization option in the Fund/Department Table is "Y" for this department. May also be used for reporting purposes. The organization must be valid on this code will be automatically carried forward from the one used on the referenced purchase order line. This is also true of suborganization, object, subobject and program codes described below.

Skip this field.

SUB ORGANIZATION (SB)

Optional. The code must be valid on your department's Suborganization Table. You must code an organization before you can code a suborganization. (Suborganizations are not available to offline departments). If this line references a prior document, the code will be carried forward from the referenced line.

Skip this field.

OBJECT   **Optional.** The code must be valid on the OBJT table. <u>If this line references a</u> <u>prior document, the code will be carried forward from the referenced line.</u>

Skip this field.

SUB OBJECT (SB)

Optional. The code must be valid on your department's Subobject Table. You must code an object before you can code a subobject. Subobjects are not available to offline departments. <u>If this line references a prior document, the code</u> <u>will be carried forward from the referenced line.</u>

Skip this field.

PROGRAM (PROG)

Required if the Expense Budget program Option in the Fund/Department Table is "Y" for this department. Can be used for reporting purposes. <u>If this line</u> <u>references a prior document, the code used will be automatically carried forward</u> <u>from the referenced line.</u>

Skip this field.

TYPE (TY)

Required only when the field that follows is used. Use "C" if next field refers to a client, "P" for project, or "G" for general reporting.

Skip this field.

PROJECT/CLIENT/ GENERAL REPORTING CATEGORY (PRJ/ CL/GRC)

Optional, for reporting purposes. This field can be used either for project codes, client number or for general reporting category codes. Codes must be valid on relevant tables. Client and Project (DEPR) Tables are maintained at the department level while the General Reporting Category (GRPT) is centrally maintained.

Skip this field.

You are now at the end of the first line of information. Your cursor should have jumped to the start of the second line. Notice, we don't put in another line number because the information we are entering is all part of the line **01** of the PV.

ACTV   **Optional,** for reporting purposes. The code must be valid on the ACTV table. it is the last of the three fields used to transfer project charges from MMARS to PARS.

Skip this field.

REPORTING CATEGORY (RPTG)

Optional, for reporting purposes. The code must be valid on your department's Reporting Category Table (RPTG). The code is not available for offline departments.

Skip this field.

FUND   **Optional.** Enter code of the fund affected by this transaction. Otherwise inferred from appropriation.

Skip this field.

BALANCE SHEET ACCOUNT (BS ACCT)

Usually leave blank. Fill in only if this line is an expenditure transaction for capital items, i.e.,fixed assets, large inventories, prepaid items, or balance sheet transfer (i.e., a transfer of funds between two balance sheet accounts).   In the latter case, the object code must be blank. If this line is an adjustment to a previously entered line, the code must be the same as the one on the original line.

Skip this field.

PYMNT REFERENCE NUMBER

Required if no PAYMENT REFERENCE number was coded in the header.

We did not key in our payment reference number on the header, so we must type it in now. Your instructor will give you an invoice number to use today.

DESCRIPTION

Optional, for reporting purpose only. Enter notes about this line item.

We'll type law books in this field.

LINE NUMBER AGREEMENT NUMBER (MSA)

Required, if our reference document was a Service Contract (SC), on a Master Service Agreement.

We'll skip this field.

LINE NUMBER (LN #)

Required, if our reference document was a Service Contract on a MSA, then the line number of the MSA must be entered in this field.

We'll skip this field.

DISC

Optional. Enter the four character discount code.

Required. If referenced document is a Service Contract. Enter the "from" and "to" dates of the services here being paid for (MMDDYY).

Optional for other types of referenced transactions, used to record receipt date. Code receipt date in from date space.

We will put today's date in the from date space.

QUANTITY

Optional. Enter the quantity of goods or services being paid for.

We will type a 1 in this box, since that matches the quantity filed on the original encumbrance.

LINE AMOUNT

Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over/under the previous amount. Do not code a sign (+ or -). In the next field you will indicate whether this is to be added to or subtracted from the original amount.

We will type in 500.00.

INCREASE/DECREASE INDICATOR (I/D)

Required for modification. Infers "I" for increase. Enter "D" for decrease.

We will skip this field.

PARTIAL/FINAL

Optional. This column indicates whether the line is closing out a referenced transaction line (final payment) or authorizing partial payment of the referenced transaction line amount. Blank defaults to "P", Partial Payments. Enter "F" if this is a Final Payment.

Enter "F" if this payment voucher makes the total amount paid less than the encumbering document amount, but you want to close anyway (the item didn't cost as much as expected).

If this payment voucher makes the total amount paid equal to the encumbering document's line amount, then the encumbering documents line will be closed automatically.

If this payment voucher makes the total amount paid more than the encumbering document amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount paid can exceed purchase orders for commodities. A PV that exceeds a service contract or a lease order amount will not be accepted.

We will skip this field.

The completed fields on your PV screen should look like the screen below.

```
FUNCTION:                      DOCID: PV FUN 1000 8326001         11/22/97 13:43:47
          001-001 OF 001    BATID:                             STATUS:
       ------REF DOCID-------
LN  TR DPT ORG   NUMBER  LN DPT  APPROP  SUB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC
--  -- --- ----  ------- -- ---  -------- --- ------- ------ ---- -- ----------
ACTV RPTG FUND  BS ACCT PYMNT REFERENCE NUM      DESCRIPTION
---- ---- ----  ------- ------------------ ------------------------
--MSA#--LN#- DISC    DATES OF SERVICE    QUANTITY    LINE AMOUNT    I/D P/F
-------- ---- ----   ------------------  ---------  --------------- --- ---
01  PO FUN 1000 5000tms 01
                              fun3333         law books
                 11 22 97                        500.00
```

We are now ready to **EDIT** our document.

Press **<HOME>**

Type ED (or EDIT DOC), in the FUNCTION field

Press **<ENTER>.**

Your screen should now look like the screen below.

```
FUNCTION:                      DOCID: PV FUN 1000 8326001         11/22/97 13:56:06
                               BATID:                          STATUS: SCHED

                  PAYMENT VOUCHER DOCUMENT

PV/INVOICE RECEIPT DATE: 11 22 97   ACCTG PRD:        BUDGET FY:
               ACTION: E                           SCH PAY DATE:
          OFF LIAB ACCT:                             COMMENTS:
                                                DOCUMENT TOTAL:         500.00

BUSINESS FUNCTION CODE: 100          STANDARD TEXT CODE:
     PAY REF NUM:                         PAYMENT FLAG: N
      REF DOC ID:                             PV TYPE:
                                  ENTERED VIA INTERFACE: N
   VENDOR CODE: 042304031 SNOW         EMPLOYEE FLAG:
   VENDOR NAME: SNOW  CRYSTAL
       ADDRESS: 10 ZERO LANE

             MA          ZIP: 01420


A--*HP00-NO ERRORS DETECTED
```

We can see from the upper right hand corner of the screen that the Payment Voucher is scheduled for offline. It will go to a DONE status on the overnight run. It will affect your financial tables as soon as it reaches a DONE status.

We will skip the overnight run and put it to DONE right now, so that we can see immediately how it affects the tables. You should be at the first page of your document. Your screen should look similar to the one below.

```
FUNCTION:                    DOCID: PV FUN 1000 8326001        11/23/97 09:26:37
                             BATID:                            STATUS: DONE

                    PAYMENT VOUCHER DOCUMENT

  PV/INVOICE RECEIPT DATE: 11 22 97  ACCTG PRD:        BUDGET FY:
                   ACTION: E                        SCH PAY DATE:
             OFF LIAB ACCT:                            COMMENTS:
                                                 DOCUMENT TOTAL:        500.00

  BUSINESS FUNCTION CODE: 100       STANDARD TEXT CODE:
     PAY REF NUM:                       PAYMENT FLAG: N
      REF DOC ID:                           PV TYPE:

     VENDOR CODE: 042304031 SNOW          EMPLOYEE FLAG:
     VENDOR NAME: SNOW, CRYSTAL
         ADDRESS: 10 ZERO LANE

               MA          ZIP: 01420

  A--*HPOO-NO ERRORS DETEDTED
```

Press **<HOME>** to go back to the FUNCTION field, if you have left it.

Once you are in the FUNCTION field;

Type **WD** (or RUN DOC) in the FUNCTION field and

Press **<ENTER>**.

Your screen should now look like the one shown below.

```
FUNCTION:                    DOCID: PV FUN 1000 8326001        11/22/97 14:02:33
                             BATID:                            STATUS: DONE

                    PAYMENT VOUCHER DOCUMENT

  PV/INVOICE RECEIPT DATE: 11 22 97  ACCTG PRD:        BUDGET FY:
                   ACTION: E                        SCH PAY DATE:
             OFF LIAB ACCT:                            COMMENTS:
                                                 DOCUMENT TOTAL:        500.00

  BUSINESS FUNCTION CODE: 100       STANDARD TEXT CODE:
     PAY REF NUM:                       PAYMENT FLAG: N
      REF DOC ID:                           PV TYPE:

     VENDOR CODE: 042304031 0001          EMPLOYEE FLAG:
     VENDOR NAME: CRYSTAL PUBLISHING
         ADDRESS: 10 ZERO LANE

               MA          ZIP: 01420

  A--*HP20-DOCUMENT ACCEPTED
```

This document should now be listed in a **DONE** status. This is displayed in the upper right hand corner of the screen. The message in the lower left corner of the screen confirms this.

To leave this screen:

>> Press **HOME** to place the cursor in the **PROCESS** field.

>> Type **FD** (or **END**) in **PROCESS** field.

>> Press **<ENTER>**.

This will bring you back to the SUSF file where your document should be listed first.

```
ACTION: R  SCREEN: SUSF            M  M  A  R  S                11/23/97 09:45:43
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
      S
      E ----BATCH ID---- -----DOCUMENT ID------          LAST   LAST
      L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE   USER
      - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
  00-
  01-  .    .    .       PV   FUN  1000 8326001 DONE  00000 971122 CTRAC4
  02-  .    .    .       PV   FUN  1000 8342AS1 SCHED 00000 971121 FSCAOT
  03-  .    .    .       PV   FUN  1000 8515MLB REJCT 00000 971109 GICACS
  04-  .    .    .       PV   FUN  1000 8555555 REJCT 00000 971114 CTRTR1
  05-  .    .    .       PV   FUN  1000 8620SMP REJCT 00000 971101 OCDAEN
  06-  .    .    .       PV   FUN  1000 8700000 REJCT 00000 971107 CTRTR2
  07-  .    .    .       PV   FUN  1000 8971000 SCHED 00000 971107 CTRTR2
  08-  .    .    .       PV   FUN  1000 8666666 SCHED 00000 971121 DYSAYD
  09-  .    .    .       PV   FUN  1000 823327K REJCT 00000 971031 DYSAMI
  10-  .    .    .       PV   FUN  1000 8654321 HELD  00000 970819 CTRTR1
  11-  .    .    .       PV   FUN  1000 8777777 SCHED 00000 971107 CTRTR2
  12-  .    .    .       PV   FUN  1000 8888888 HELD  00000 971107 CTRTR2
  13-  .    .    .       PV   FUN  1000 8898769 HELD  00000 970819 CTRTR1
```

Let's go back into the document to see what fields filled in from listing the encumbrance document on the accounting line information.

>> Put an **S** in the **ACTION** field.

>> **Tab** down to the line where your document is listed.

Once the cursor is on the correct line;

>> Press **<ENTER>**.

The document will be accessed with the highest level of security when nothing is listed in the FUNCTION field. To reach the document in SCAN only security, make sure the **FUNCTION** field has **SCAN** entered in it before selecting the document to go into.

This will bring you to the screen with the Header information. To reach the next screen:

>> Press **<ENTER>**

Your screen should look like the next one shown.

```
FUNCTION:                    DOCID: PV FUN 1000 8326002          11/23/97 10:10:05
          001-001 OF 001     BATID:                         STATUS: DONE
        ------REF DOCID-------
  LN  TR DPT ORG   NUMBER  LN DPT  APPROP   SUB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC
  --  -- --- ----  ------- -- --- -------- --- -------  ------ ---- -- ----------
  ACTV RPTG FUND  BS ACCT PYMNT REFERENCE NUM      DESCRIPTION
  ---- ---- ----  ------- ------------------ -------------------------
  --MSA#--LN#- DISC     DATES OF SERVICE     QUANTITY    LINE AMOUNT    I/D P/F
  ------- ---- ----   -------------------   ---------  --------------- --- ---
  01   PO FUN 1000 7326001 01 FUN 11111111 EE   1000      E12
       0001 010           FUN3333                      LAW BOOKS
                        11 22 97                                    500.00
```

The paperwork for the completed Payment Voucher is maintained at your office. No copies need to be sent to anyone else.   The permission to spend the money was granted when the encumbrances were approved.

Now, let's see how this transaction affected the financial tables.

> **END** this view and back out to **SUSF**

> Cross travel to **APR2**

> Type in the **KEY** information and

> Press **<ENTER>**.

Jot down the figures in the following fields:

> Encumbered Amt:_____

> Expended Amt: _____

> Unexpended Bal: _____

> Percent Expended:_____

Compare these to the figures on page 136, were prior to the payment voucher being DONE.

The Encumbered Amt. figure should now be lower. The Expended Amt. figure should now be higher. The Unexpended Bal. figure should be lower. The percent Expended figure should be higher.

Please note that the new figures are affected by all transactions being done by everyone in your department. They will not necessarily change by the exact amount of your transaction.

INTRODUCTION TO MMARS: PART II
Payment Voucher
Topic 3

In This Lesson We Will Learn: Where our Payment Voucher Transactions are stored once they leave the Suspense Files.

Lesson 2, Topic 3 showed us where our PO's reside once the leave the Suspense File. The Payment Vouchers reside in their own set of MMARS Tables. The Header information on the PV hits a table called **OHPV**, OPEN PV HEADER INQUIRY. Let's Cross travel to this Table and look up our **DONE** PV.

Cross Travel from an **ACTION** field to **OHPV**.

```
ACTION: S   SCREEN: OHPV          M  M  A  R  S              11/23/97 13:41:09
                          *** OPEN PV HEADER INQUIRY ***
      KEY IS TRANS CODE, TRANS DEPT, VOUCHER NUMBER

      TRANS CODE:          TRANS DEPT:          VOUCHER NO:
      VCHR TYPE:             COMMENTS:                 L/L:
        VENDOR:                  NAME:
       ADDRESS:                               EMP FLAG:

                                   ZIP:


  STANDARD TEXT CODE:        PAYMENT FLAG:     BUSINESS FUNCTION CODE:
     PAYMENT NUMBER:                             PAYMENT ISSUE DATE:
    FORM OF PAYMENT:                             ACH SETTLEMENT DATE:
                                                ENTERED VIA INTERFACE:
           OFF LIAB ACCT:
             VOUCHER AMT:                       DATE:
            SCH PYMT AMT:                       DATE:
        CLOSED VOUCHER AMT:                     DATE:
          HOLD PAYMENT IND:            WARRANT NUM:
```

Notice the KEY on this table. It is asking for the DOC ID.

TAB to the TRANS CODE: Field and begin typing in your DOC ID.

The cursor will move from field to field by itself. The last field of the PV, VOUCHER NUMBER: needs both the ORG number and the seven digit document number. The entire DOC ID from your PV will be typed into these KEY fields in the same order they appear on the document.

Press **<ENTER>**.

```
ACTION: R  SCREEN: OHPV        M   M   A   R   S            11/23/97 13:36:29
                            *** OPEN PV HEADER INQUIRY ***
       KEY IS TRANS CODE, TRANS DEPT, VOUCHER NUMBER

       TRANS CODE: PV      TRANS DEPT: FUN        VOUCHER NO: 10008326001
        VCHR TYPE: 1           COMMENTS:              L/L: N
          VENDOR: 042304031 SNOW NAME: CRYSTAL PUBLISHING
         ADDRESS:                             EMP FLAG:
                  10 ZERO LANE
                  FROSTY      MA          ZIP: 01420


    STANDARD TEXT CODE:          PAYMENT FLAG: N   BUSINESS FUNCTION CODE: 100
       PAYMENT NUMBER:                                PAYMENT ISSUE DATE:
       FORM OF PAYMENT:                             ACH SETTLEMENT DATE:
                                                    ENTERED VIA INTERFACE:
             OFF LIAB ACCT: 0210
               VOUCHER AMT:            500.00      DATE: 11 22 97
               SCH PYMT AMT:           500.00      DATE: 11 22 97
       CLOSED VOUCHER AMT:              0.00       DATE:
            HOLD PAYMENT IND: P             WARRANT NUM:
```

The screen fills in with the Header information from your Payment Voucher.

The following is an explanation of the **OHPV** screen.

OPEN PAYMENT VOUCHER HEADER FILE

Purpose: This file contains summary information on all outstanding payment vouchers and closed payment voucher documents that have not been cleared. Each line in the file represents a PV document, and includes data from the header level. Records include vendor names and addresses, scheduled payment dates and amounts, and closed amounts.

System Updates: Lines are added to this file when new payment vouchers (PV) are accepted by MMARS, and are changed when modifications are submitted on these documents. Cash disbursements, expense journal vouchers, and manual checks also ypdate the file. Lines are deleted from the file at the end of an accounting period when they have been closed for an entire accounting period. The VMOD table also updates OHPV, allowing you to see when a payment voucher has been held.

FIELD NAME FIELD DESCRIPTIONS

TRANS CODE The transaction number assigned to this Voucher on the PV input form.

TRANS DEPT The department responsible for entering this voucher.

VOUCHER NO. The voucher number assigned to this payment voucher on the payment voucher input form.

VOUCHER TYPE The type of voucher checked on the payment voucher input form; "1" means outsidevendor and "2" means an intragovernmental transaction involving different funds.

COMMENTS The comments given on the payment voucher input form (12 characters only).

LIENS AND LEVIES (L\L)

"Y" if this vendor's check is to be held or forwarded to a third party to satisfy a lien or a levy.

DOR, Depatrment of Revenue), can place a flag in this field to divert a Vendor's payment in order to pay an outstanding amount to another State of Massachusetts Department. This is never a suprise. The Vendor would have been informed of this action. The Vendor will still receive a paper stub, if payments are made with paper checks, or an electronic banking message, letting him/her know where the funds were diverted to. It will also give them a contact name and phone number for the department.

We can view a table showing us who is diverting the payment. To go to the Dirt Table.

Press **HOME**, to send the cursor to the **ACTION** field.

Type **Z**, to **Zoom** to another screen.

Type **DIRT** in the **SCREEN** field

Press **<ENTER>**.

```
ACTION: S  SCREEN: DIRT        M  M  A  R  S               12/05/97 14:49:46
*** DEPARTMENTAL INTERCEPT REFERRAL TABLE ***
KEY IS PAYMENT DEPT, VENDOR CODE, PAYMENT NUMBER, PI NUMBER

  PAYMENT DEPT:  DOG                VENDOR: 041677770 0008
PAYMENT NUMBER:  000031650994 VENDOR NAME: PAYLESS

   PI NUMBER              PI AMOUNT
   ------------------     --------------
   REC DEPT   CONTACT                          TELEPHONE
   --------   ------------------------------   --------------------
01- PI CTR INT0000717            373.08
    FUN    MARY TAKER                          727-5000 X 333
02-

03-

04-

05-

02-*L009 HEADER CHANGE
```

This table shows us what Department diverted the payment and how much they took. It also shows us the payment number involved. The contact name and phone number of the Department receiving the diverted money is listed.

Let's go back into our document. Make certain the cursor is in the **ACTION** area of the screen.

If it isn't,

Press **HOME**,

Type **E**, (for End of Pause), in the **ACTION** field.

Press **<ENTER>**.

Notice that the cursor doesn't go to the field it was in when you left the screen. It must be moved back into the correct position.

VENDOR   If a code is listed, it was given on the payment voucher input form, and the name and address were inferred from the Vendor Table. (If the code was a miscellaneous vendor code, the name and address were provided on the input form). If a vendor code is not listed, there was no code provided on the input form, but the vendor name and address were taken from the input form.

STANDARD TEXT CODE:

A four character code will display here if the department set up a standard message to multiple payees via the remittance advice. The actual text resides on the Standard Text Code Table, (STXT).

PAYMENT FLAG

This field displays one of three codes:

S = generates a separate payment transaction

P = a separate check is produced which is not mailed with the rest of the checks. It is "PULLED"

N = is the system default for this field

BUSINESS FUNCTION CODE

The "BFC" code value will default to a 100 when the document is processed. Only a limited number of departments will use a BFC other than the default. These departments will coordinate with TRE to define the code to meet the remittance needs for the department.

PAYMENT NUMBER

This is where the Check Number or EFT Number is displayed

PAYMENT ISSUE DATE

Date the payment was issued

FORM OF PAYMENT

This field displays one of three codes;

A = Electronic Funds Transfer

B = Electronic Benefits Transfer

C = Check

ACH SETTLEMENT DATE

Automated Clearing House date of the payment

ENTERED VIA INTERFACE

Some Departments have an Interface system which uploads to MMARS. A **Y** for yes would be entered if this were the case.

OFFSET LIAB ACCOUNT

The offsetting balance sheet account code to be used for this document. If the code listed was not coded on the payment voucher input for, then this is inferred from the System Special Accounts Reference Table.

VOUCHER AMT & DATE

The current amount of this payment voucher; it reflects all adjustment actions made on the original amount and the voucher date given on the payment voucher input form.

SCHEDULED PAYMENT AMT & DATE

The amount that will be paid to this vendor in the next cycle, (unless it is changed), and the scheduled payment date for this voucher.

CLOSED VOUCHER AMT & DATE

The total amount of the checks written against this payment voucher and the date on which this voucher was completely paid off.

HOLD PAYMENT INDICATOR

This flag indicates the status of the disbursement of this voucher. Blank - voucher eligible for payment :
> H - voucher on hold; payment prevented
> S - voucher has been selected for payment.
> P - voucher is in process of being printed in check format.
> PO - voucher is being updated following check printing.

WARRANT NO.   Number of the warrant on which this payment will appear.

In the past Warrants were approved on a weekly basis. All transactions which reached a **DONE** status in the overnight run on Monday night, and had reached the scheduled number of days to sit prior to being paid, were included on a report which went to the Governor's Council on Wednesday. If approved, checks were cut on Thursday by the Treasury. They were mailed on Friday. It is important to know this flow when vendors call looking for their checks.
A payment voucher which goes DONE on Tuesday night has already missed that weeks Warrant. It won't produce a check until the following Friday, ten days later.

The Warrants are numbered. The first week of the fiscal year, (in July), is warrant number 001. Each week the number goes up one. When researching a vendor payment which has not been received, the Treasury will want the Warrant number that the payment went out on.

We now have Daily Disbursements of funds. The **OBJ2** table will display which object codes go out on what warrant schedule. It will also show the number of days it will sit until scheduled to be paid.

Let's Zoom to the **OBJ2** table to see when our PV will produce a payment.

> Type a **Z** in the Action field.

> Type **OBJ2** in the screen field.

> Press **<ENTER>**.

```
ACTION: R  SCREEN: OBJ2          M  M  A  R  S              08/28/97 09:34:26
       OBJECT TABLE 2
       KEY IS FISC YEAR, OBJECT
                                       INCIDENTAL          FA          DAYS    DAYS
                                       PURCHASE          COST PAY   TO PAY  TO PAY
       FY OBJ CL CAT GR   SHORT NAME    AMOUNT      I/E  IND SCHD DAILY  WEEKLY
       -- --- -- --- --   -----------  ---------------   --- ---- ---- ------ ------
    01- 87 920             PARS CONV           0.00    E    N    W
    02- 87 931             PARS CONV           0.00    E    N    W
    03- 88 931             PARS CONV           0.00    E    N    W
    04- 89 H10             PARS CONV           0.00    E    Y    W
    05- 89 H22             PARS CONV           0.00    E    Y    W
    06- 89 N13             PARS CONV           0.00    E    Y    W
    07- 89 101 01 01       PERM EMPLY          0.00    E         W
    08- 89 102 01 01       TEMP EMPLY          0.00    E         W
    09- 89 104 01 01       EMERG EMPLY         0.00    E         W
    10- 89 111 01 01       TEMP POSIT          0.00    E         W
    11- 89 112 02 01       HOLID PAY           0.00    E         W
    12- 89 113 02 01       OVERTIME PAY        0.00    E         W
    13- 89 114 02 01       EMERG POSIT         0.00    E         W
    14- 89 115 02 01       SALARY DIFF         0.00    E         W
```

Let's call up the current fiscal year and the object code we used on the purchase, (E12). Your screen should look like the next one shown.

```
ACTION: R  SCREEN: OBJ2          M  M  A  R  S              08/28/97 09:49:54
       OBJECT TABLE 2
       KEY IS FISC YEAR, OBJECT
                                       INCIDENTAL          FA          DAYS    DAYS
                                       PURCHASE          COST PAY   TO PAY  TO PAY
       FY OBJ CL CAT GR   SHORT NAME    AMOUNT      I/E  IND SCHD DAILY  WEEKLY
       -- --- -- --- --   -----------  ---------------   --- ---- ---- ------ ------
    01- 98 E12 EE 02       SUBSCRIPTNS         0.00    E    N    D    27     20
    02- 98 E13 EE 02       ADVERTISING         0.00    E    N    D    27     20
    03- 98 E14 EE 02       EXHIBITS            0.00    E    N    D    27     20
    04- 98 E15 EE 02       BOTTL-WATER         0.00    I    N    D    27     20
    05- 98 E16 EE 02  TR   EX-REIM-INDR        0.00    E    N    D    01     01
    06- 98 E17 EE 02       DAMAG-CLAIM         0.00    E    N    D    27     20
    07- 98 E18 EE 02       SINGLE-AUDIT        0.00    E    N    D    01     01
    08- 98 E19 EE 02       FEES & FINES        0.00    E    N    D    27     20
    09- 98 E20 EE 02       M.V.-CHRGBK         0.00    E    N    D    01     01
    10- 98 E21 EE 02       CONF-INVEST         0.00    E    N    D    27     20
    11- 98 E22 EE 02       CONFER-INCID        0.00    I    N    W    27     20
    12- 98 E23 EE 02       SALES TAXHED        0.00    E    N    D    27     20
    13- 98 E24 EE 02       DONATIONSHED        0.00    E    N    D    01     01
    14- 98 E25 EE 02       FREIGHT/SHIP        0.00    E    N    D    01     01
```

This table shows us that our purchase will appear on a Daily Warrant. This means that we can count 27 days from the date filled in on the PV/INVOICE RECEIPT DATE, on our PV form.
This payment will hit the Daily Warrant on the 27th day. The check will be cut and mailed to the vendor on the 28th day.

It is important to note that Payment Vouchers with more than one line, using more than one object code **must** be checked against this table to be certain that all object codes on the same PV must come off off the same Warrant.

Now that we have looked at the information we needed, let's return to the PV Header screen.

Type an **E** in the **ACTION** field.

Press **<ENTER>**.

```
ACTION: R  SCREEN: OHPV         M  M  A  R  S              .11/23/97 13:36:29
                        *** OPEN PV HEADER INQUIRY ***
    KEY IS TRANS CODE, TRANS DEPT, VOUCHER NUMBER

     TRANS CODE: PV      TRANS DEPT: FUN        VOUCHER NO: 10008326001
     VCHR TYPE: 1          COMMENTS:            .   L/L: N
         VENDOR: 042304031 SNOW NAME: CRYSTAL PUBLISHING
        ADDRESS:                                EMP FLAG:
               10 ZERO LANE
               FROSTY        MA          ZIP: 01420


    STANDARD TEXT CODE:         PAYMENT FLAG: N    BUSINESS FUNCTION CODE: 100
       PAYMENT NUMBER:                                PAYMENT ISSUE DATE:
       FORM OF PAYMENT:                               ACH SETTLEMENT DATE:
                                                      ENTERED VIA INTERFACE:
              OFF LIAB ACCT: 0210
                 VOUCHER AMT:           500.00      DATE: 11 22 97
                 SCH PYMT AMT:          500.00      DATE: 11 22 97
          CLOSED VOUCHER AMT:             0.00      DATE:
            HOLD PAYMENT IND: P             WARRANT NUM:
```

Now that you have seen where our **HEADER** information is stored for our PV, we can **SUPER LEAF** over to the line information. The table the line information resides under has a screen code of **OLPV**.

> Press **<HOME>** to bring your cursor into the ACTION field.

> Type **L** in the ACTION field.

> Press **<ENTER>.**

```
ACTION: R  SCREEN: OHPV         M  M  A  R  S               11/23/97 13:36:29
                        *** OPEN PV HEADER INQUIRY ***
    KEY IS TRANS CODE, TRANS DEPT, VOUCHER NUMBER

     TRANS CODE: PV      TRANS DEPT: FUN        VOUCHER NO: 10008326001
     VCHR TYPE: 1          COMMENTS:                L/L: N
        VENDOR: 042304031 SNOW NAME: CRYSTAL PUBLISHING
       ADDRESS:                                 EMP FLAG:
               10 ZERO LANE
               FROSTY        MA          ZIP: 01420


    STANDARD TEXT CODE:         PAYMENT FLAG: N    BUSINESS FUNCTION CODE: 100
       PAYMENT NUMBER:                                PAYMENT ISSUE DATE:
       FORM OF PAYMENT:                               ACH SETTLEMENT DATE:
                                                      ENTERED VIA INTERFACE:
              OFF LIAB ACCT: 0210
                 VOUCHER AMT:           500.00      DATE: 11 22 97
                 SCH PYMT AMT:          500.00      DATE: 11 22 97
          CLOSED VOUCHER AMT:             0.00      DATE:
            HOLD PAYMENT IND: P             WARRANT NUM:
```

The Payment Voucher line information is filled in for you with the super leaf navigation. You should see your line information displayed.

Line 01 will be displayed first, as it was on the PO. This document only had one line if several lines had been keyed, we could reach the next line by pressing ENTER with an R in the ACTION field.

When the line amount is equal to the header total, you know the documeent only has one line.

The following is an explanation of the **OLPV** screen:

OPEN PAYMENT VOUCHER LINE FILE (OLPV)

Purpose: This file lists all outstanding external payment voucher lines that have not been cleard. Each line in the table represents an individual PV line, and reports the data at the line level.

Updates: Lines are added to this file when new payment vouchers are accepted by MMARS, and lines in the file are changed when modifications are submitted on these documents. Cash disbursement, expense journal vouchers, and manual checks also update the file. Lines are deleted from the file at the end of an accounting period when they have been closed for one entire accounting period.

FIELD | **FIELD DESCRIPTIONS**

TRANS CODE — The transaction number assigned to this Voucher on the PV input form.

TRANS DEPT — The department responsible for entering this voucher.

VOUCHER NO. — The document ID number assigned to this payment on the input document.

LINE NO. — The line number of the voucher being described assigned on the input document.

BUDGET FY — The applicable budget fiscal year.

FUND — The fund reaponsible for payment of this voucher.

DEPT — Three character code of department responsible for this expenditure.

ORG/SUBORG — Three character code of department responsible for this expenditure.

APPROP — Appropriation debited by this expenditure.

SUBSIDIARY — The two digit subsidiary code.

PROGRAM — The program reponsible for this expenditure.

OBJECT/ SUBOBJECT
The object (subobject is optional), of expenditure associated with this line.

REV/SUB — For payments out of retained revenue accounts, (revenue source/sub-revenue source).

GEN REPORT CATEGORY
A code used to produce cost accounting reports.

PROJECT — The applicable project information.

BS ACCOUNT — The code used to record this document's entry. If an account is not coded, a default code from the System Special Account Reference Table is used.

REPORT CAT — The reporting category, if any, associated with this line of expenditure.

CLIENT — The client number this payment voucher references.

ACTIVITY This field would display four digit activity code if this money was used for a specific project. The activity code is linked to a milestone within the project. This field will remain empty if payment is not associated with a project. (i.e. construction project).

FED AID NO. To be used if a grant is being charged for this expense.

DATES OF SERVICE This is required on PV's referenceing service contracts: the inclusive from and to dates in which services were rendered under the SC.

LINE DESCRIP The description of the voucher line.

DISCOUNT TYPE The type of discount (percentage amount, etc.) to which this voucher is subject if paid in timely fashion, if any.

PV LINE AMT The current amount of this voucher line.

CLOSED AMT The total amount cleared on this voucher.

REF PO DOC ID The document number of the encumbrance liquidated by this transaction.

PO CLEARED AMT The amount that this transaction clears on a previous encumbrance. May be less or more (within limits) of payment amount.

PAY REF DEPT The vendor invoice previously entered, (if any), which is paid by this transaction.

PAY REF AMT Dollar amount of payment requested on previously entered vendor invoice.

PAY REF TEXT Displays a **Y** for yes or an **N** for no.

REF MSA LINE # Displays line # if payment references an encumbrance on an M.S. A.

FORM OF PAYMENT
A = Electronic Funds Transfer
B = Electronic Benefits Transfer
C = Check

ACH SETTLEMENT DATE
Automated Clearing House date of payment

PAYMENT NUMBER This is where the check number or EFT number is displayed

PAYMENT ISSUE DATE
Date the payment was issued

INTRODUCTION TO MMARS: PART II
Payment Voucher
Topic 4

In This Lesson We Will Learn: **How to locate the Vendor Invoice Header & Line Tables.**

All payments made to Vendors should reference the Vendor's Invoice number. Payments should not be made against statements where specific invoices have not been received. This is a safeguard to avoid making duplicate payments to the vendor. The MMARS system will not allow the same invoice numer to be paid twice. The document will reject.

The Invoice Number keyed onto the Payment Voucher is stored on a special Invoice Files.
Let's cross travel to the file.

Cross travel to **OVIH.**

```
ACTION: S  SCREEN: OVIH       M  M  A  R  S            12/01/97 15:42:54
                   *** OPEN VENDOR INVOICE HEADER TABLE ***

  KEY IS VENDOR CODE, TRANSACTION ID, VENDOR INVOICE #

       VENDOR CODE:                        TRANSACTION ID:
 VENDOR INVOICE #:

       VENDOR NAME:                            REF PO ID:
 VENDOR DELIVER #:                        REF VOUCHER ID:

      INVOICE DATE:                       TRANSACTION DATE:
          VI TYPE:
       PROM STATUS:                           DISCOUNT TYPE:
    TOT INVOICE AMT:                          TOTAL LINE AMT:
   TOT QUANTITY INV:                            FREIGHT AMT:
                                                   TAX AMT:
                                               VOUCHERED AMT:
    PAYMENT NUMBER:                             PAYMENT AMT:
       CLOSED DATE:                            PAYMENT DATE:
```

Notice that the **KEY** information needs the Vendor Code on the PV. Also, the Transaction Code is **NOT** the PV, it is the VI.

Type in the KEY informaton and press **<ENTER>.**

Your screen should look similiar to thenext one shown.

```
ACTION: R  SCREEN: OVIH       M  M  A  R  S              12/01/97 15:37:23
                   *** OPEN VENDOR INVOICE HEADER TABLE ***

KEY IS VENDOR CODE, TRANSACTION ID, VENDOR INVOICE #

      VENDOR CODE: 000010052 0001          TRANSACTION ID: VI FUN 10008326002
VENDOR INVOICE #: FUN3333

      VENDOR NAME: LINKING PUBLISHING CO LTD      REF PO ID: PO FUN 10005326001
VENDOR DELIVER #:                           REF VOUCHER ID: PV FUN 10005326002

     INVOICE DATE: 11 22 97               TRANSACTION DATE: 11 22 97
          VI TYPE: 3
      PROM STATUS:                             DISCOUNT TYPE:
  TOT INVOICE AMT:           500.00         TOTAL LINE AMT:           500.00
TOT QUANTITY INV:     0                        FREIGHT AMT:             0.00
                                                   TAX AMT:             0.00
                                              VOUCHERED AMT:           500.00
   PAYMENT NUMBER:                             PAYMENT AMT:             0.00
     CLOSED DATE: 11 22 97                     PAYMENT DATE:
```

Look at some of the fields at the bottom of the screen. Vendor will sometimes ask you to trace a payment for them. This is done by the Treasury but you should supply them with the Check Number and Check Date from this screen. They also need the Warrant Number from the OHPV screened reviewed previously.

The following is a description of this screen:

OPEN VENDOR INVOICE HEADER FILE (OVIH)

Purpose: This field included information from the header line of the invoice (VI) transaction and captures freight and tax amounts and discount types associated with the invoice from the vendor. Invoices may reference more than one order.

Updates: Entries are added to this file when new Invoice (VI) Transactions are accepted by MMARS; they are changes when modifications are submitted on these transactions. Lines are "closed" in the file when all lines belonging to the invoice document are closed in the Open Vendor Invoice Line File. Lines are deleted from the file at the end of an accounting period when they have been closed for one entire accounting period.

FIELD NAME   **FIELD DESCRIPTIONS**

VENDOR CODE   The vendor code from the input transaction must match the code from the order and receiver if type 1.

TRANSACTION ID

                       The Transaction is **VI** (vendor invoice), The three letter department code, the four digit org code and the seven digit document ID, (which matches the PV ,payment voucher).

VENDOR INVOICE NUMBER

A twelve character field which contains the vendor's invoice number.
This field prints on the check. Since several payments may go out on the
same check, this number should be preceeded by the department's three
digit code.

VENDOR NAME   The vendor's name from the input transaction.

REF PO ID   The encumbrance document which the payment voucher referenced.

VENDOR DELIVER

Vendors involved with EDI receive their orders electronically. When the
orders reach the receiving party, the packing slip contains a receipt
number. This receipt number is also referenced on the vendor's invoice.
These orders are paid electronically. Your manual PV will not have a
delivery number.

REF VOUCHER ID   The complete document ID of the payment voucher

VENDOR INVOICE DATE

The date the vendor invoice was received in the department.

TRANSACTION DATE   The date the transaction was entered into the system.

VENDOR INVOICE   Type "1" indicates that this vendor invoice references prior documents; a
TYPE   "2" indicates no prior document reference.

PROM STATUS   This is another EDI table for electronic ordering and payment.
                         (Procurement Match Table).

DISCOUNT TYPE   The type code of any discount associated with this vendor invoice.

TOTAL INVOICE AMT.

The total amount of all vendor invoice lines and special charges.

TOTAL LINE AMOUNT

The total amount of all vendor invoice lines.

TOT QUANTITY INV   Total amount of units invoiced

FREIGHT AMT.   The total amount charged for freight on this invoice, if any.

TAX AMT.   The total amount of all taxes for this vendor invoice, if any.

VOUCHERED   The amount which has been vouchered against this invoice.
AMOUNT
PAYMENT NUMBER.
                         The number assigned to the check.

PAYMENT AMT.   The amount of the payment.

CLOSED DATE   The date when the invoice was fully paid or vouchered.

PAYMENT DATE   The date of the payment.

From this screen we can;

                              Leaf to **OVIL**

The following screen appears:

```
ACTION: S  SCREEN: OVIL        M  M  A  R  S             12/02/97 15:06:20
                     *** OPEN VENDOR INVOICE LINE TABLE ***
        KEY IS VENDOR CODE, TRANSACTION ID, VENDOR INVOICE #, LINE NUMBER

   01-
            VENDOR CODE: 000010052 0001      TRANSACTION ID: VI FUN 10008326002
        VENDOR INVOICE #:  FUN3333              LINE NUMBER:

            REF PO LINE:
         CATALOG NUMBER:
         COMMODITY CODE:                        SERVICE CODE:
           QTY INVOICED:
                   UNIT:                           UNIT COST:
        TOTAL LINE COST:                                 P/F:
       DATES OF SERVICE:
              CONDITION:
            DESCRIPTION:
               TEXT IND:



   01-*L008 END OF FILE                  01-*L004 LINE NOT FOUND
```

RELAX!! You haven't done anything wrong. This screen isn't being used for manual MMARS transactions. It is being used for EDI VI's.. Since we all know how quickly things change, the following is a description of the intended purpose of this file.

OPEN VENDOR INVOICE LINE FILE (OVIL)

Purpose: This file maintains detailed information about individual Vendor Invoice Lines including commodity code, unit, catalog number, and invoiced cost. It also maintains a description line and shows whether this is a partial or final invoice.

Updates: Lines are added to this file when new Vendor Invoice Lines, submitted on VI Transactions, are accepted by MMARS, and lines are changed when modifications of Vendor Invoice Lines are submitted. Lines are deleted from the file at the end of an accounting period when they have been closed for an entire accounting period.

FIELD NAME FIELD DESCRIPTIONS

VENDOR CODE   The vendor code associated with this vendor invoice information, brought forward from the header of the input transaction.

TRANSACTION ID   VI-Identifies this transaction as a vendor invoice, code of department entering this document, and the unique number assigned to this vendor invoice when input.

VENDOR INVOICE #   A twelve character field which contains the vendor's invoice number. This field prints on the check.

LINE NUMBER   The line number of the VI document.

REF PO LINE   The encumbrance document which the payment voucher referenced.

CATALOGUE   The vendor's catalog number of the goods being invoiced, from the
NUMBER   referenced order.

COMMODITY   The commodity code for the goods being invoiced on this line, from the
CODE   referenced order.

SERVICE CODE   A description of the service performed. Codes are found on the SERV
                          table.

QTY INVOICED   The quantity of goods invoiced, from the vendor invoice input transaction.

UNIT   The unit of measure of the goods being invoiced from the referenced
                          order.

UNIT COST   The unit cost of the goods invoiced, from the vendor invoice input

TOTAL LINE   The total amount invoiced for that line (quantity invoiced times unit cost
COST   invoiced).

PARTIAL/ FINAL FLAG
                          Indicator showing whether the invoice was partial or final.

DATES OF SERVICE Dates that service was performed, which is being billed on this invoice.

CONDITION   This field displays a code found on the COND table, which indicates the
                          condition of the goods received, (ie: overship, undership).

DESCRIPTION   The 30 character description field for the line, from the vendor invoice input
                          transaction.

TEXT IND   Indicator to show that additional text is associated with this commodity
                          line. A value of "S" indicates that standard text is to be used.
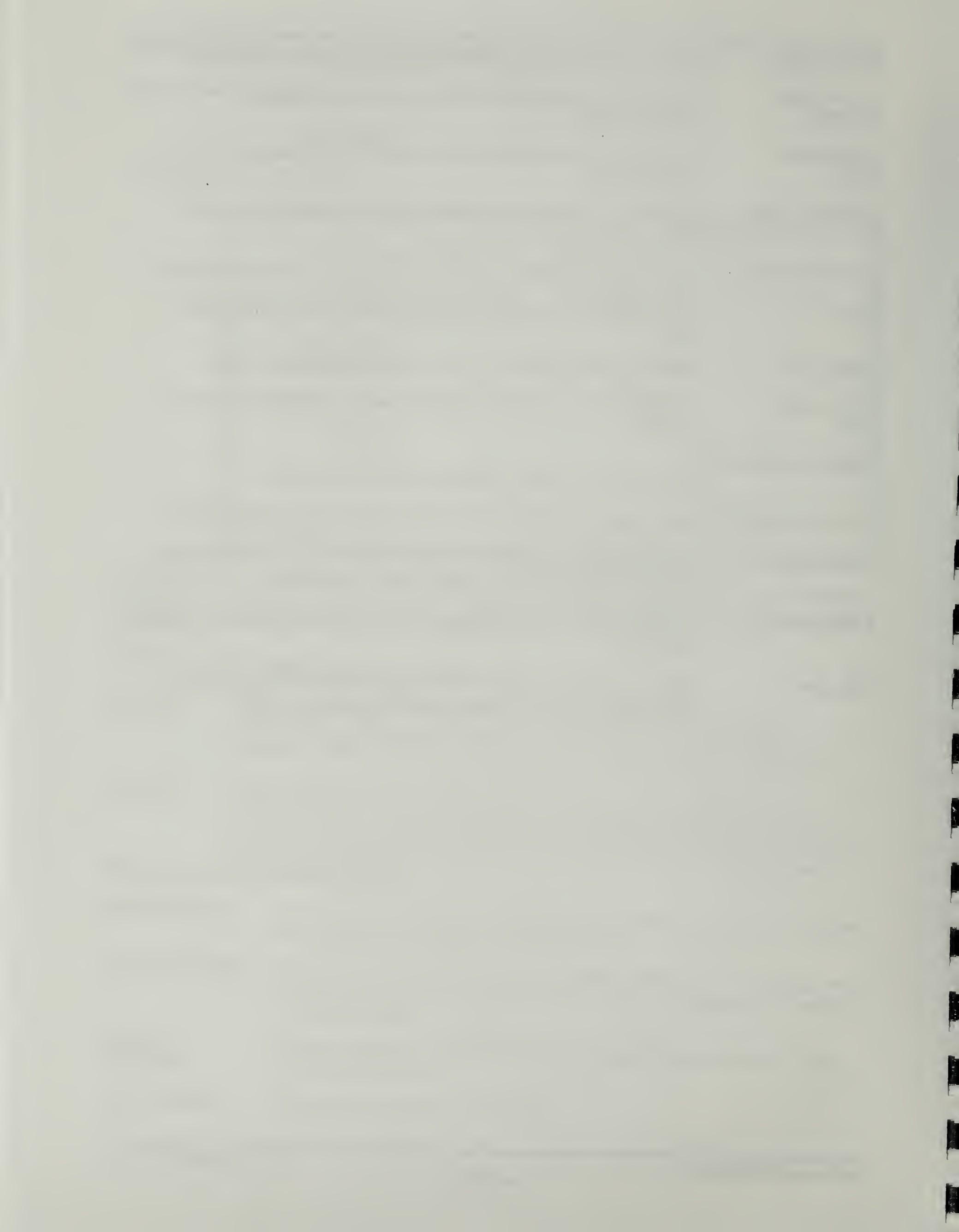
INTRODUCTION TO MMARS: PART II
Suspense Files
Topic 1

In This Lesson We Will Learn: The alternate views of the Suspense File.

We learned the field of the **SUSF** view of the Suspense file on page 52. There is more than one view of the Suspense file.

Let's start off with the view we are familiar with.

Cross travel to SUSF.

```
ACTION: S  SCREEN: SUSF        M  M   A   R   S                    12/02/97 15:49:18
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
      S
      E ----BATCH ID---- -----DOCUMENT ID------              LAST    LAST
      L TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER   STAT  APPRV  DATE    USER
      - ---- ---- ------ ---- ---- ------------ ----- ----- ------ ------
   00-
   01-
   02-
   03-
   04-
   05-
   06-
   07-
   08-
   09-
   10-
   11-
   12-
   13-
```

Let's call up our Payment Voucher. Remember to enter the DOC ID under the Document umbrella, and NOT the Batch umbrella.

Make sure you have an **S**, for Select in the **ACTION** field.
Type your PV's **DOC ID**.
Press **<ENTER>**.

The screen should look similar to the next one displayed.

```
ACTION: R  SCREEN: SUSF        M  M   A   R   S                    07/02/97 14:49:38
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:

      S
      E ----BATCH ID----      -----DOCUMENT ID------          LAST    LAST
      L TRAN DEPT NUMBER      TRAN DEPT ORG  NUMBER   STAT  APPRV  DATE    USER
      - ---- ---- ------      ---- ---- ------------ ----- ----- ------ ------
   00-
   01-  .    .    .           PV   FUN  10008MJA002  HELD  00000 970728 CTRTR5
   02-  .    .    .           PV   FUN  10008SAF001  HELD  00000 970728 CTRAEM
   03-  .    .    .           PV   FUN  10008VAW001  SCHED 00000 970728 CTRAEO
   04-  .    .    .           PV   FUN  10008066HSL  REJCT 00000 970306 CTRAA1
   05-  .    .    .           PV   FUN  10008066LSH  REJCT 00000 970306 CTRAA1
   06-  .    .    .           PV   FUN  10008089JM1  REJCT 00000 970329 CTRTR1
   07-  .    .    .           PV   FUN  10008178AGO  DONE  00000 970626 CTRTR2
   08-  .    .    .           PV   FUN  10008178CAF  DONE  00000 970626 CTRTR1
   09-  .    .    .           PV   FUN  10008178EMF  DONE  00000 970626 CTRTRE
   10-  .    .    .           PV   FUN  10008222BB1  HELD  00000 970810 CTRTR3
   11-  .    .    .           PV   FUN  10008222JCL  HELD  00000 970810 CTRTR2
   12-  .    .    .           PV   FUN  10008222JM1  HELD  00000 970810 CTRTR4
   13-  .    .    .           PV   FUN  10008227SMS  SCHED 00000 970815 CTRTRH
```

There are other views of the Suspense file. They present no new information, but only dispaly it with key fields in a different order.

Let's Super Leaf to the next view.
Place **L** in **ACTION**
Press **<ENTER>**.

Your screen should look similar to the one below.

```
ACTION: R   SCREEN: SUS2        M   M   A   R   S              07/02/97 15:01:47
        DOCUMENT SUSPENSE FILE INQUIRY 2
        FUNCTION:
        S
        E   ----BATCH ID---- -----DOCUMENT ID------              ENTRY    LAST
        L   TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  STAT  APPRV  DATE     USER
        -   ---- ---- ------ ---- ---- ------------ ----- -----  ------   --------
       00-
       01-    .    .    .    AA   FUN  1000 8JMGUIT REJCT 00000  970123 CTRABG
       02-    .    .    .    AA   FUN  1000 8300001 HELD  00000  970804 CTRAA4
       03-    .    .    .    AA   GGG  1000 8ARYSAV HELD  00000  971204 CTRABN
       04-    .    .    .    AC   AAH  1000 8MM0001 REJCT 00000  970530 CTRAH6
       05-    .    .    .    AC   FUN  1000 8JMGUIT REJCT 00000  971108 CTRAHA
       06-    .    .    .    AC   FUN  1000 8HHHHHH HELD  00000  970123 CTRABG
       07-    .    .    .    AC   FUN  1000 TEST123 HELD  00000  970308 CTRABG
       08-    .    .    .    AC   FUN  1000 8143MCP HELD  00000  970804 CTRAA4
       09-    .    .    .    AL   ANF  1000 8111111 REJCT 00000  970804 CTRAD6
       10-    .    .    .    AL   ANF  1000 8222222 REJCT 00000  970804 CTRAD6
       11-    .    .    .    AL   FUN  1000 8234DAN HELD  00000  971207 SEAAAT
       12-    .    .    .    AL   FUN  1000 82345DT HELD  00000  971207 SEAAAT
       13-    .    .    .    AL   FUN  1000 8143GFM REJCT 00000  970907 CTRTRH
```

This screen is called **SUS2**. Notice that the fields aren't a lot different from **SUSF**. However, the information has changed. It doesn't hang onto the documents you saw in the SUSF view.

Let's continue our trip to the next view of Suspense.

Super Leaf to **SUS3**.

Your screen should look similar to the next one shown.

```
ACTION: R  SCREEN: SUS3         M   M   A   R   S              07/02/97 15:19:58
        DOCUMENT SUSPENSE FILE INQUIRY
        FUNCTION:
        S
        E        ----BATCH ID---- -----DOCUMENT ID------     ENTRY  LAST   LAST
        L  STAT  TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  APPRV DATE   DATE   USER
        -  ----- ---- ---- ------ ---- ---- ------------ ----- ------ ------ ------
       00-
       01- DONE  IE   FRI  000002  .    .    .    .      00000 970430 970430 CTRABN
       02- DONE  IE   FRI  000003  .    .    .    .      00000 970430 970629 CTRACO
       03- DONE  IE   FRI  000004  .    .    .    .      00000 970430 970430 CTRABD
       04- DONE  IE   FRI  000005  .    .    .    .      00000 970430 970430 CTRABD
       05- DONE  IE   FRI  000006  .    .    .    .      00000 970430 970430 CTRABD
       06- DONE  IE   FRI  000009  .    .    .    .      00000 970430 970430 CTRABD
       07- DONE  IE   FRI  000010  .    .    .    .      00000 970430 970430 CTRABD
       08- DONE  IE   FRI  000011  .    .    .    .      00000 970430 970430 CTRABD
       09- DONE  IE   FRI  000018  .    .    .    .      00000 971204 971204 CTRTRL
       10- DONE  IE   FRI  000019  .    .    .    .      00000 970603 970603 CTRABN
       11- DONE  IE   FRI  000020  .    .    .    .      00000 970811 970414 CTRABD
       12- DONE  IE   FRI  000032  .    .    .    .      00000 970729 970414 CTRABD
       13- DONE  IE   FRI  000059  .    .    .    .      00000 971204 971204 CTRTRK
```

This screen is used a lot by over-seeing departments who need to approve documents. Remember, the Comptroller's Office needs to approve all PEND5 documents. From this screen they would key in the STATUS of PEND5.

Your department may wish to check all the DONE status documents, to be certain that work entered the day before went through. Checking the HOLDS and REJECT's give you an idea of problems that need to be resolved.

With the **R** in the ACTION field,
Press **<ENTER>**.

Your screen should look similar to the next one displayed.

```
ACTION: R  SCREEN: SUS3        M  M  A  R  S              07/03/97 08:02:34
           DOCUMENT SUSPENSE FILE INQUIRY
           FUNCTION:
           S
           E      ----BATCH ID---- -----DOCUMENT ID------         ENTRY  LAST   LAST
           L STAT TRAN DEPT NUMBER TRAN DEPT ORG  NUMBER  APPRV   DATE   DATE   USER
           - ---- ---- ---- ------ ---- ---- ---- -------- ----- ------ ------ ------
       00-
       01-   DONE IE   FRI  000135 .    .    .    .        00000 971007 971021 DABGRO
       02-   DONE IE   FRI  000158 .    .    .    .        00000 971216 971216 MTSTRA
       03-   DONE IE   FRI  000159 .    .    .    .        00000 971216 971216 MTSTRA
       04-   DONE IE   FRI  000161 .    .    .    .        00000 971216 971216 DABGRO
       05-   DONE IE   FUN  000001 .    .    .    .        00000 970427 970525 CTRABN
       06-   DONE IE   MON  000001 .    .    .    .        00000 970430 971103 CTRACI
       07-   DONE IE   MON  000016 .    .    .    .        00000 970603 970425 CTRACI
       08-   DONE IE   MON  000024 .    .    .    .        00000 970603 971103 CTRTR2
       09-   DONE IE   MON  000026 .    .    .    .        00000 970811 971103 CTRTR2
       10-   DONE IE   MON  000027 .    .    .    .        00000 970811 971103 CTRTR2
       11-   DONE IE   MON  000029 .    .    .    .        00000 970729 971103 CTRACI
       12-   DONE IE   MON  000030 .    .    .    .        00000 970729 971103 CTRTR2
       13-   DONE IE   MON  000031 .    .    .    .        00000 970729 971103 CTRTR2
```

There are no new fields on this screen, just a display with them in a different order.

Let's look at the last view of the Suspense File. This view will allow you to look at all your department's documents which are on Suspense.

Super Leaf to **SUS4**.

Your screen should look similar to the next one shown.

```
ACTION: R  SCREEN: SUS4        M  M  A  R  S              07/03/97 08:07:32
           DOCUMENT SUSPENSE FILE INQUIRY
           FUNCTION:
           S
           E                               ----BATCH ID----       ENTRY  LAST   LAST
           L DEPT ORG  STAT TRAN NUMBER TRAN DEPT NUMBER APPRV    DATE   DATE   USER
           - ---- ---- ---- ---- ------ ---- ---- ------ -----  ------ ------ ------
       00-
       01-  .    .    DONE .    .      IV   WED  000144 00000  970902 970324 SOCRAT
       02-  .    .    HELD .    .      IV   TUE  000141 00000  970902 970324 OFF-LI
       03-  .    .    ????? .    .      IV   THU  000116 00000  970902 971123 SOCRAT
       04-  .    .    REJCT .    .      PG   OSC  WAV555 00000  970521 970521 CTRTR4
       05-  .    .    SCHED .    .      IE   THU  000137 00000  971126 970324 MTSTRA
       06-            REJCT OR         .    .    .       00000  970221 970221 CTRTR1
       07-  AAH  1000 REJCT AC   JMM0001 .  .    .       00000  970530 970530 CTRAH6
       08-  ADD  0100 REJCT PD   D085001 .  .    .       00000  971104 971228 CTRABD
       09-  ANF  1000 HELD BF    1111111 .  .    .       00000  970215 970215 CTRABG
       10-  ANF  1000 REJCT AL   1111111 .  .    .       00000  970215 970804 CTRAD6
       11-  ANF  1000 REJCT AL   2222222 .  .    .       00000  970216 970804 CTRAD6
       12-  ANF  1000 REJCT CB   1111111 .  .    .       00000  970217 970217 CTRABG
       13-  ANF  1000 REJCT PG   5270001 .  .    .       00000  970127 971208 CTRTRB
```

Press **TAB** and move the cursor to the dept field.
Type in your three letter department code.
For training we will key in **FUN**.
Press **<ENTER>**.

Your screen should look similar to the next one shown.

```
ACTION: R  SCREEN: SUS4        M  M  A  R  S              07/03/97 08:27:35
DOCUMENT SUSPENSE FILE INQUIRY
FUNCTION:
  S
  E                             ----BATCH ID----        ENTRY  LAST   LAST
  L DEPT ORG  STAT  TRAN NUMBER TRAN DEPT NUMBER APPRV  DATE   DATE   USER
  - ---- ---- ----- ---- ------ ---- ---- ------ -----  ------ ------ ------
 00-
 01-  FUN  CTRJ HELD  JV   OHN0001 .    .    .     00000 970623 970623 CTRAH6
 02-  FUN  CTRJ REJCT JV   OHNM001 .    .    .     00000 970623 970623 CTRAH6
 03-  FUN  0000 REJCT EA   0000000 .    .    .     00000 970712 970721 CTRAAI
 04-  FUN  0000 REJCT PV   0000SAK .    .    .     00000 970926 970926 CTRAIF
 05-  FUN  0000 REJCT PV   00000SK .    .    .     00000 970926 970102 CTRACS
 06-  FUN  0000 REJCT PV   0000000 .    .    .     00000 970926 970926 CTRAIF
 07-  FUN  1000 DONE  OR   6AHJ01A .    .    .     00000 970624 970624 CTRTRB
 08-  FUN  1000 DONE  OR   6AHJ01B .    .    .     00000 970624 970624 CTRTRB
 09-  FUN  1000 DONE  OR   6AHJ01C .    .    .     00000 970624 970624 CTRTRB
 10-  FUN  1000 DONE  OR   6AWH01A .    .    .     00000 970624 970624 CTRTRF
 11-  FUN  1000 DONE  OR   6AWH01B .    .    .     00000 970624 970624 CTRTRF
 12-  FUN  1000 DONE  OR   6AWH02A .    .    .     00000 970624 970624 CTRTRF
 13-  FUN  1000 DONE  OR   6AWH03A .    .    .     00000 970624 970624 CTRTRF
```

The Suspense File, in any view, can be used as an entry point into a document. Let's try it.

Go **HOME** and put as **S** in the ACTION field.
Use **F9** to move the cursor on the line of the transaction you wish to view.
Press **<ENTER>**.

This should bring you into the selected document.

```
FUNCTION: MORE              DOCID: JV FUN CTRJ OHN0001        07/03/97 08:34:06
          001-002 OF 002    BATID:                      STATUS: HELD
  H-                   JOURNAL VOUCHER DOCUMENT
      JV DATE: 07 23 97  ACCTG PRD: 11 98    BUDGET FY: 98
      COMMENTS:                              JV TYPE: P

   ACCT                            REV  SUB       BS          -I/G REF-
   TYPE DPT  APPROP  SUB ORG/SB OBJ SRC O/R FUND ACCT PROG RPTG FUND DPT
   ---- ---  -------- --- ------- --- --- --- ---- ---- ---- ---- ---- ---
   TY PRJ/CL/GRC ACTV BANK PROVIDER CODE  PROV NAME
   -- ---------- ---- ---- ------------- -----------
                          DESCRIPTION              DEBIT AMOUNT  CREDIT AMOUNT
                   ------------------------------  ------------- -------------
 01-  24  SEA 11111111 AA        A01

                                                       100.00
 02-  24  SEA                             010

                                                                      99.99


     01-C058E-APPROP NOT VALID IN ASTA      01-C023E-MISSING FUND
     01-C029E-MISSING ORGANIZATION          02-C058E-APPROP NOT VALID IN ASTA
     02-C195E-FUND NOT = FUND ON ASTA       02-C023E-MISSING FUND
```

The user can make any changes necessary.

Well, we're just looking. We don't want to make any changes. To leave the document and get back to the Suspense File we left, do the following steps.

> Press **HOME**, and type in **FD** or **END**, then
> Press **<ENTER>**.

This will back you up to the screen shown below.

```
    ACTION: R  SCREEN: SUS4           M  M  A  R  S              07/03/97 08:42:43
    DOCUMENT SUSPENSE FILE INQUIRY
    FUNCTION:
         S
         E                          ----BATCH ID----      ENTRY  LAST   LAST
         L DEPT ORG  STAT  TRAN NUMBER  TRAN DEPT NUMBER APPRV  DATE   DATE   USER
         - ---- ---- ----- ---- ------- ---- ---- ------ ----- ------ ------ ------
    00-
    01-    FUN  1000 DONE  OR   8AHJ01A .    .    .      00000 970624 970624 CTRTRB
    02-    FUN  1000 DONE  OR   8AHJ01B .    .    .      00000 970624 970624 CTRTRB
    03-    FUN  1000 DONE  OR   8AHJ01C .    .    .      00000 970624 970624 CTRTRB
    04-    FUN  1000 DONE  OR   8AWH01A .    .    .      00000 970624 970624 CTRTRF
    05-    FUN  1000 DONE  OR   8AWH01B .    .    .      00000 970624 970624 CTRTRF
    06-    FUN  1000 DONE  OR   8AWH02A .    .    .      00000 970624 970624 CTRTRF
    07-    FUN  1000 DONE  OR   8AWH03A .    .    .      00000 970624 970624 CTRTRF
    08-    FUN  1000 DONE  OR   8AWH04A .    .    .      00000 970624 970624 CTRTRF
    09-    FUN  1000 DONE  OR   8AWH06A .    .    .      00000 970624 970624 CTRTRF
    10-    FUN  1000 DONE  OR   8AWH07A .    .    .      00000 970625 970625 CTRTRF
    11-    FUN  1000 DONE  OR   8BLC01A .    .    .      00000 970624 970624 CTRTRE
    12-    FUN  1000 DONE  OR   8BLC01B .    .    .      00000 970624 970624 CTRTRE
    13-    FUN  1000 DONE  OR   8BLC02A .    .    .      00000 970624 970624 CTRTRE
```

This brings you directly back to the view of the Suspense File you went in through.

INTRODUCTION TO MMARS: PART II REPORTS

REPORT-1

There are three output reports related to screens cover in this material, that we will go over. They are:

> 335A AGED UNPROCESSED DOCUMENTS
>
> 340A TRANSACTIONS PROCESSED
>
> 341A APPROPRIATION AND SUBSIDIARY TRANSACTIONS WITH BALANCES

The first report we will look at is the 335A, AGED UNPROCESSED DOCUMENTS. This report is not an audit trail report. This report, along with most of the 300 series, is a reconciliation report. This report is run on a weekly basis, on Tuesday nights.

Description, frequency and distribution

> RPT335A displays the status of unprocessed documents on the suspense file.   It is distributed on a weekly basis with information as of Tuesday night.

Intended audience and use

> The intended audience is the suspense file manager, individuals who handle contracts, accounts payable staff and personnel involved with the budget.

Other sources of summarized or alternate view of information

> Online: SUSF, SUS2, SUS3, and SUS4

RUN DATE: 12/31/97   C O M M O N W E A L T H   O F   M A S S A C H U S E T T S   REPORT PAGE: 1
RUN TIME: 22:27   MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM   REPORT ID: RPT335A
FUN1000   FISCAL YEAR 1997

                                              AGED UNPROCESSED DOCUMENTS AS OF 12/31/97

DEPARTMENT: FUN ADMINISTRATION FOR DEVELOPMENMT OF FUN
ORGANIZATION: 1000

TRANS   DOCUMENT AMOUNT AND DAYS OPEN
SUBMIT   ----DOCUMENT ID---- LAST   ----------- ----------- ----------- -----------
DATE   BATCH TR DEP NUMBER   USER   UNDER 7 DAYS 7 TO 15 DAYS 16 TO 30 DAYS OVER 30 DAYS EXPLANATION
-------- ----- -- --- ----------   ------- ----------- ----------- ----------- -----------   -----------
10/09/97 RRRRR TS FUN 1000 TSIRREG CTRA   4.44   HELD

UNPROCESSED TRANSACTIONS OF TYPE: TS   COUNT: 1   TOTAL: 4.44

_____

S:\dab\training\modules\Int2PV.doc   1/7/98

Detailed description

DEPARTMENT:	Three position department alpha code with department name.
ORGANIZATION:	Name of organization.
TRANS SUBMIT DATE:	Date the transaction was entered into MMARS.
BATCH:	Batch number for those documents entered through a batch.
DOCUMENT ID:	Document Identifaction Number, make up of:
TR:	Transaction - Two letter code for MMARS transaction.
DEP:	Department - Three letter code for the department.
NUMBER:	Eleven digit number beginning with the four digit organization code, followed by the last number of fiscal year, then julian date, then a three figit sequence of document. Many documents have pre-printed numbers on them.
LAST USER:	Four letter code from the User ID of the last User to take an action on the document.
DOCUMENT AMOUNT & DAYS OPEN	This field is made up of four breakdowns of lengths of time the document has sat unprocessed, in the suspense file. They are:

Under 7 days   7 to 15 days   16 to 30 days   over 30 days

EXPLANATION:	This field displays the reason the docement is unprocessed. The status corresponds to those listed in the Suspense File.
UNPROCESSED TRANSACTIONS OF TYPE:	This field displays the transaction type listed in each section of the report. The report lists separate groupings, alphabetically, by transaction type.
COUNT:	This field gives the number of specific transaction types which were unprocessed.
TOTAL:	This field gives the total number of documents unprocessed for a specific department and organization.
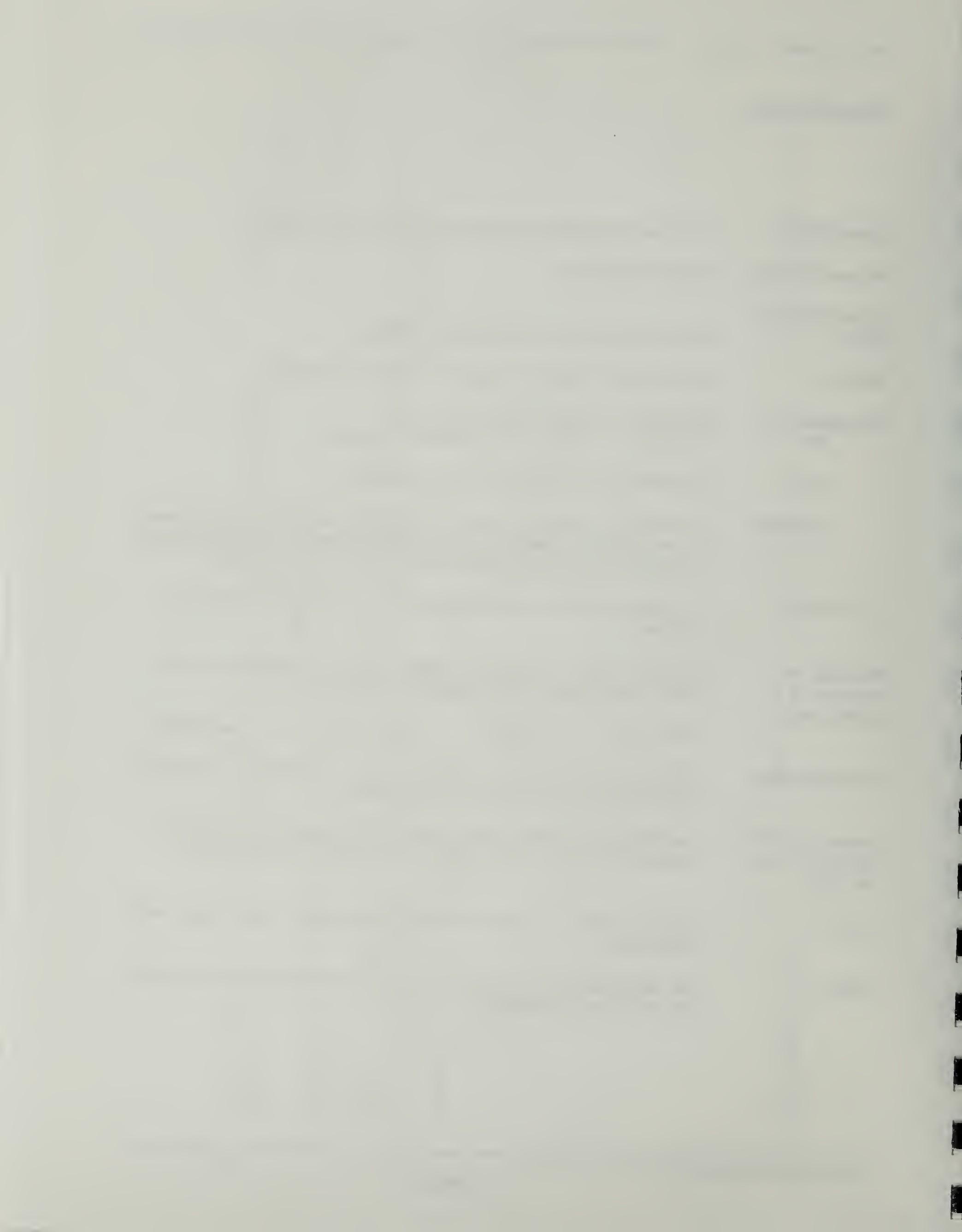
340A TRANSACTION PROCESSED

Description, frequency and distribution

The Transaction Processed Report is a companion report to the 335A, Aged Unprocessed Documents Report. Between the two of them, all MMARS transactions entered into the system should be listed.

The **340A** is also run an a weekly basis, on Tuesday nights. It is not an audit trail report.

Intended audience and use

The intended audience for this report is the same audience as the 335A: Suspense file manager, individuals who handle contracts, accounts payable staff and personnel involved with the budget.

The report may be used for research or for monitoring the workload of employees. It is a good reconciliation report.

Other sources of summarized or alternate view of information

Online: HISA, HISD, HISV (when applicable) & Open Header and Line tables for selected transactions.

Helpful Hints:

Documents appearing on this report did not necessarily make that weeks warrant. The warrant contains documents on a DONE status as of Mon. night. This report runs as of Tues. night.

RUN DATE: 12/31/96   C O M M O N W E A L T H O F M A S S A C H U S E T T S   REPORT PAGE: 1
RUN TIME: 23:04   MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM   REPORT ID: RPT340A
FUN0100   BUDGET FISCAL YEAR 1997

TRANSACTIONS PROCESSED BETWEEN 12/25/97 AND 12/31/97 INCLUSIVE

DEPARTMENT: FUN ADMINISTRATION FOR DEVELOPMENT OF FUN
ORGANIZATION: 1000 FUN

APPR	SUB	OBJ/ REV SRCE	SUB OBJ/ REV SRCE	AC ACCEPT FY DATE	BATCH	TR	DEP	---- DOCUMENT ID ---- NUMBER	LN	AMOUNT	VENDOR CODE/ CUSTOMER CODE	VENDOR NAME/CUSTOMER NAME INTRA GOVT REF
11111111	00	E01		97	12/30/97		PD	FUN	1000 D394171	01	45.36	I 2324930410010	A-COPY/IKON OFFICE
11111111	00	E01		97	12/30/97		PD	FUN	1000 D394171	02	68.04	I 2324930410010	A-COPY/IKON OFFICE

       SUMMARY FOR TRANS CODE PD   COUNT: 2   TOTAL: 113.40

APPR	SUB	OBJ/ REV SRCE	AC FY	ACCEPT DATE	TR	DEP	NUMBER	LN	AMOUNT	VENDOR CODE	VENDOR NAME
11111111	00	E22	97	12/30/97	PO	FUN	1000 7OPENHS	01	569.00	I 0433240250008	SOCIAL SERVICE FOOD PROGRAM
11111111	00	E22	97	12/30/97	PO	FUN	1000 7OPENHS	02	569.00	I 0433240250008	SOCIAL SERVICE FOOD PROGRAM

       SUMMARY FOR TRANS CODE PO   COUNT: 2   TOTAL: 1,138.00

APPR	SUB	OBJ/ REV SRCE	AC FY	ACCEPT DATE	TR	DEP	NUMBER	LN	AMOUNT	VENDOR CODE	VENDOR NAME
11111111	00	E01	97	12/31/97	PV	FUN	1000 0024039	01	1.38	I 0426575260001	PHASE ONE OFFICE PRODUCTS
11111111	00	J50	97	12/30/97	PV	FUN	1000 7358003	01	1,106.25	I 1231231230DOWD	WHELLEN DOWD
11111111	00	E22	97	12/30/97	PV	FUN	1000 7365001	01	569.00	I 0433240250008	SOCIAL SERVICE FOOD PROGRAM
11111111	00	E22	97	12/30/97	PV	FUN	1000 7365001	02	569.00	I 0433240250008	SOCIAL SERVICE FOOD PROGRAM
11111111	00	E01	97	12/30/97	PV	FUN	1000 7365002	01	17.68	I 0428213770004	THE COLRANE CO
11111111	00	E01	97	12/30/97	PV	FUN	1000 7365002	02	26.52	I 0428213770004	THE COLRANE CO
11111111	00	E01	97	12/30/97	PV	FUN	1000 7365003	01	70.72	I 0428213770004	THE COLRANE CO
11111111	00	E01	97	12/30/97	PV	FUN	1000 7365003	02	106.08	I 0428213770004	THE COLRANE CO
11111111	00	E08	97	12/31/97	PV	FUN	1000 7366001	01	10.20	I 1327458920071	MCI TELECOMMUNICATIONS CORP
11111111	00	E08	97	12/31/97	PV	FUN	1000 7366001	02	10.21	I 1327458920071	MCI TELECOMMUNICATIONS CORP
11111111	00	B02	97	12/31/97	PV	FUN	1000 7366002	01	22.44	I 123456789CLIN	BILL CLINTON
11111111	00	C98	97	12/31/97	PV	FUN	1000 7366003	01	38.28	I 987654321CLIN	HILLARY CLINTON
11111111	00	M10	97	12/31/97	PV	FUN	1000 7366004	01	1,000.00	I 0424762580009	ASIAN AMERICAN CIVIC
11111111	00	E01	97	12/31/97	PV	FUN	1000 7366005	01	45.36	I 2324930410010	A-COPY/IKON OFFICE
11111111	00	E01	97	12/31/97	PV	FUN	1000 7366005	02	68.04	I 2324930410010	A-COPY/IKON OFFICE

SUMMARY FOR TRANS CODE PV   COUNT: 15   TOTAL: 3,661.16

Detailed description:

DEPARTMENT: Three position department alpha code with department name.

ORGANIZATION: Name of organization.

APPR: Eight digit appropriation account number.

SUB: Two letter subsidiary code.

OBJ/REV SRCE: Three character object of expenditure code/Four digit revenue source code.

SUB OBJ: Two digit sub-object expenditure classification field to define objects of expenditure at a more precise level/

REV SRCE: Four digit revenue source code.

AC FY: Two digit Accounting Fiscal Year.

ACCEPT DATE: MM/DD/YY that the document reached a DONE status.

BATCH: The eleven characters made up of two letter transaction code, three character department code, and six digit batch number.

DOCUMENT ID: Document Identification Number, made up of:
    TR: Transaction - Two letter code for MMARS transaction.

    DEPT: Department - Three letter code for the department.

    NUMBER: Eleven digit number beginning with four digit organization code, followed by last number of fiscal year, then julian date, then digit sequence of document. Many docuemtns have pre-printed numbers on them.

LN: Two digit accounting line number associated with the document.
AMOUNT: Dollar amount of each accounting line completed.

VENDOR CODE/   Thirteen digit number associated with the vendor's nine digit Federal
CUSTOMER   Identification Number and a four digit system assigned code, or the
CODE   thirteen digit number associated with an individual's social security number, followed by the first four digits of the individual's last name.

VENDOR NAME/   The name on the MMARS files associated with the thirteen digit code
CUSTOMER   entered into the system.
NAME/INTRA
GOVT REF

SUMMARY FOR
TRANS CODE   This field lists the two character document ID.

COUNT   This field lists a number representing the total of a specific document included in the report.

TOTAL   This figure represents the total dollars accepted into the system by the transactions listed above it. Each transaction group has separate subtotals.

341A APPROPRIATION AND SUBSIDIARY TRANSACTIONS WITH BALANCES

General information:

This is a weekly audit trail report. The reporting period covers Wednesday to Tuesday. DONE PV's do not necessarily appear on the same warrant.

This is an excellent reconciliation report.

This report serves to determine the ability of an account or subsidiary to support further spending.

Other sources of summarized or alternate view of information

APR1, APR2, APR3, and APR4 Tables.

RUN DATE: 12/31/97
RUN TIME: 22:56
FUN

REPORT PAGE: 2
REPORT ID: RPT341A
BUDGET FY 1997

C O M M O N W E A L T H   O F   M A S S A C H U S E T T S
MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM

APPROPRIATION AND SUBSIDIARY TRANSACTIONS WITH BALANCES
ACTIVITY FROM 12/25/97 THROUGH 12/31/97

DEPARTMENT: FUN ADMINISTRATION FOR DEVELOPMENT OF FUN

	OBLIGATION CEILING	EXPENDITURE CEILING	PRE-ENCUMBRANCES	ENCUMBRANCES AND PAYROLL HOLD	EXPENDITURES	ADVANCES

APPROPRIATION: 11111111 OFFICE OF FUN SERVICES AND OPERATIONS

| SUB DD AS OF 12/31 NO ACTIVITY | 57,059.00 | 42,794.25 | 0.00 | 20,159.64 | 30,545.48 | 0.00 |

12,248.77 UNEXPENDED BALANCE FOR SUBSIDIARY DD AS OF 12/31/96
6,353.88 UNCOMMITTED BALANCE FOR SUBSIDIARY DD AS OF 12/31/96

SUB EE AS OF 12/24/97		187,819.25	0.00	56,038.07	62,197.30	0.00
IV FUN 1000 TOM0304 01 12/26				-81.00	81.00	
IV FUN 1000 BOB0101 01 12/26				-2,154.26	2,154.26	
IV FUN 1000 ALD0102 01 12/26				-2,252.52	2,252.52	
PD FUN 1000 7BLANC3 01 12/27 020327245 0003 G A BLANCO & SONS				539.05		
PD FUN 1000 7BLAN3A 01 12/27 020327245 0003 G A BLANCO & SONS				821.50		
PD FUN 1000 7BLAN3B 01 12/27 020327245 0003 G A BLANCO & SONS				828.40		
PG FUN 1000 7LINDR1 01 12/27 130425246 0007 LINDENMEYR MUNROE				228.50		
PG FUN 1000 7LINDR2 01 12/27 130425246 0007 LINDENMEYR MUNROE				1,142.50		
SUB EE AS OF 12/31/97		187,819.25	0.00	55,110.24	66,685.08	0.00

74,179.35 UNEXPENDED BALANCE FOR SUBSIDIARY EE AS OF 12/31/96
66,023.93 UNCOMMITTED BALANCE FOR SUBSIDIARY EE AS OF 12/31/96

341A APPROPRIATION AND SUBSIDIARY TRANSACTIONS WITH BALANCES

Detailed description

DEPARTMENT:	Three position department alpha code with department name.
APPROPRIATION:	Eight digit appropriation account number.
APPR NAME:	The name assigned to the eight digit appropriation account number.
SUB:	Subsidiary
OBLIGATION CEILING:	Amount of money availabe to encumber eithin the subsidiary listed.
EXPENDITURE CEILING:	Amount of money available to spend within the subsidiary listed.
PRE-ENCUMBRANCE	Amount of money commited to pre-encumbrance transaction, (requistions and service requests that need further approval).
ENCUMBRANCES & PAYROLL HOLD	Amount of money committed ot encumbrance documents, including any payroll holds against the appropriation and subsidiary.
EXPENDITURES	Amount of money spent within the subsidiary and appropriation.
ADVANCES	Amount of money spent on advances.
UNEXPENDED BALANCE FOR SUBSIDIARY	Subtotals are given for each subsidiary, as well as a grand total for the appropriation.
UNCOMMITTED BALACE FOR SUBSIDIARY	Subtotals are given for each subsidiary, as well as a grand total for the appropriation.

APPENDIX

MMARS Transaction Codes

Financial File Chart

Check
- Sample Paper Check
- Field Descriptions on Check

Vendor Start-up Forms
- Authorization for Electronic Funds Payment
- Vendor Unit Rejection Slip
- W-9 Form
- Commonwealth Terms and Conditions Form
- Commonwealth Terms and Conditions For Human and Social Services

MMARS Tables

MMARS TRANSACTION CODES

ACCOUNTS RECEIVABLE
CU	Customer Update
RE	Receivable Event
RI	Revenue Increase
RD	Revenue Decrease
NF	NSF Check
WO	Write Off

ADVANCE PAYMENT/RETURN
AR	Advance Refund
EA	Expenditure of Advance
RA	Request for Advance
RP	Ready Payment

APPROPRIATION/BUDGET
AA	Appropriation
AC	Allocation
AL	Allotment
BA	Bond Authorization
BF	Balance Forward
EB	Expense Budget
HA	Appropriation (House One)
RB	Revenue Budget
TA	Transfer of Appropriation
TS	Intersubsidiary Transfer
ZZ	Addition of Beginning Balance

COST ACCOUNTING & PERFORMANCE MEASUREMENT
FM	Federal Aid Master
FX	Federal Charge
PA*	Performance Actual
PT	Performance Target
PZ	Federal Billing

ENCUMBRANCE MANAGEMENT
CB	Contract Backout
CC	Construction Contract
IE	Interdepartmental Encumbrance
LE	Lapse Encumbrance
LO	Lease Order
PD	Dept Purchase Order
PE	Data Processing Service
PG	Price Agreement Purchase OrderPS
PH	Payroll Hold
PN*	Centralized Purchase Order
PO	Miscellaneous Encumbrance
PX	Direct Order
RC**	Receiver
SC	Service Contract
SP	Special Purchase

FIXED ASSETS
FA	Acquisition
FB	Betterment
FC	Modification
FD	Disposition
FS**	Internal Sale
FT	Transfer

MODIFICATION/CORRECTION/RECLASSIFICATION
CM	Construction Modification
CX*	Check Cancellation
ER	Expenditure Refund
EX	Expenditure Correction
IF	Insufficient Funds Payroll Correction
JV	Journal Voucher
PR	Payroll Correction
RS	Roll Set Aside
SM	Service Modification
VU	Vendor Update

PAYMENTS/EXPENDITURES
CP	Contractor Payroll
IV	Intergovernmental Voucher
MC	Manual Check
OP	Outside Payment
OR*	Order Receipt
OT	Operating Transfer
PV	Payment Voucher
PY*	Payroll
TV	Trust Payment Voucher
VI*	Vendor Invoice
WC	Warrant Check

PAYROLL COST ACCOUNTING SYSTEM
XA	Expenditure Correction
XD	Payroll Reject
XE	Expenditure Refund
XF	Insufficient Funds
XC	Cash Transfer

PRE--ENCUMBRANCES
DR	EDP Requisition
DS	EDP Service Requisition
RQ	Purchasing Requisition
RX	Requisition
SR	Service Request

PROJECT ACCOUNTING & REPORTING
P2	Project Charges
PC	Project Changes
PM	Project Master
Project Set Aside	

REVENUE MANAGEMENT
CD	Confirmed Deposit
CR	Cash Receipt (to be replaced with CD/CT)
CT	Cash Transfer
RF	Revenue Refund
RT	Trust Cash Receipt
TR	Treasurer's Receipt (to be replaced with CD/CT)

* No input forms for these transactions
** Not currently in use
July 16, 1996

Where Documents' Impact Financial Files

Pre-Encumbrances

DR, DS, RQ, RX, SR

Account Type 20

Encumbrances

CC, CM, IE, LO, PD, PE, PG, PH, PN, PO, PX, RC, SC, SM, SP

Account Type 21

Expenditures

CB, CP, EA, ER, EX, IF, IV, JV, OT, PR, PV, PY, RP, TR (type 3), TV, XA, XD, XE, XF

Account Type 22

Offsets

CB, CP, EA, IF, IV, LE, PR, PV, PY, RP, TV, XD, XF

Account Type 21

Project Set Aside

Encumbrance and Expenditure documents Where Planned Savings Flag = N

Account Type 45

Planned Savings

AA, CC, CM, RC

Account Type 45

Payroll Hold

PH -

Account Type 21

Advances

AR, RA -
Account Type 01
EA - Account
Types 01 & 22

Beginning Balance

BF, ZZ

Account Type 47

Balance Forward

BF

Account Type 49

Expense Budget

EB -
Account Type 41

YTD Alloted

• AA, AC, TA, TS; where allotment flag = "Y", and Account Type 43
• AL - Account Type 43

CD, CT, NF, RF, TR (type f) Restricted Revenue Flag = R

Restricted Receipts

TR -
Account Type 01

CD, CT, IV, NF, OT, RF, RT; Account Type 31 For Appropriation Type = 01, 02, 03

Current Estimated Receipts

AA - Account
Type 46

CHECK DATE	99/99/1999
CHECK NUMBER	9999999999
CHECK AMOUNT	$999,999,999,999.99

THIS IS THE TREASURY MESSAGE AREA - LINE 1
LINE 2
LINE 3
LINE 4
LINE 5
LINE 6
LINE 7
LINE 8

PAYMENT REFERENCE	DOCUMENT ID	TELEPHONE FOR INQUIRES	AMOUNT
DEPARTMENT		LOCATION	

THIS IS STANDARD TEXT LINE 1
THIS IS MORE STANDARD TEXT

PPPPPPPPPPPPPPPPPPPPPPPPPP	DDDDDDDDDDDDDD	(999) 999-9999 X9999	$10.00
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	LLLLLLLLLLLLLLLLLLLLLLLLLL		

THIS IS PAYMENT TEXT LINE 1
THIS IS PAYMENT TEXT LINE 2
THIS IS PAYMENT TEXT LINE 3
THIS IS PAYMENT TEXT LINE 4

PPPPPPPPPPPPPPPPPPPPPPPPPP	DDDDDDDDDDDDDD	(999) 999-9999 X9999	$20.00
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	LLLLLLLLLLLLLLLLLLLLLLLLLL		

THIS IS PAYMENT LINE 1
THIS IS PAYMENT LINE 2

PPPPPPPPPPPPPPPPPPPPPPPPPP	DDDDDDDDDDDDDD	(999) 999-9999 X9999	$30.00
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	LLLLLLLLLLLLLLLLLLLLLLLLLL		
PPPPPPPPPPPPPPPPPPPPPPPPPP	DDDDDDDDDDDDDD	(999) 999-9999 X9999	$40.00
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	LLLLLLLLLLLLLLLLLLLLLLLLLL		

17
18
19
20
21
22
23
24
25
26
27
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29
30

| Fold at Perferation Below and Detach Carefully | CONTINUED ON NEXT PAGE

The Commonwealth of Massachusetts

CHECK NUMBER		53-283
0000123456		113

Department of the State Treasurer

PREFERENCE NUMBER	CHECK DATE	STATE STREET
123456789ABCD	9/22/1997	BOSTON, MASSACHUSETTS 02101
		STATE STREET QUINCY

CHECK AMOUNT
$999,999,999,999.99

*PAY * 999,999,999,999 * DOLLARS * AND * 99 * CENTS **

VOID AFTER 90 DAYS

TO THE
ORDER OF
JOHN VENDOR
ONE ASHBURTON PLACE
ROOM 1306

DEPARTMENT XYZ
C/O THE BOSS
BOSTON   MA 02108-1234

Joe Malone

JOSEPH D. MALONE, TREASURER

The Commonwealth of Massachusetts
Department of the State Treasurer

Joseph D. Malone

TREASURER AND RECIEVER GENERAL

PAGE : 001

EFFECTIVE DATE :	5/16/1998
CHECK NUMBER :	0003007845
CHECK AMOUNT :	$ 149.38

DIRECT DEPOSIT IS A PAYME T OPTION IF YOU ARE A BUSINESS OR AN INDIVIDUAL UNDER CONTRACT WITH A STATE ANGENCY. TO SIGN UP FOR DIRECT DEPOSIT SEND A LETTER REQUESTING ELECTRONIC PAYMENTS. INCLUDE YOUR VENDOR CODE NUMBER AND A VOIDED CHECK FROM YOUR CHECKBOOK. NOTIFY YOUR BANK THAT YOU WILL BE RECEIVING A CORPORATE TRADE PAYMENT (CTP) AND WILL NEED THE ADDENDA RECORD. MAIL TO: STATE TREASURY, DIRECT DEPOSIT, ONE ASHBURTON PLACE, BOSTON MA 02108.

1) PAYMENT REFERENCE	2) DOCUMENT ID	3) TELEPHONE FOR INQUIRIES	4) AMOUNT
5) DEPARTMENT	6)LOCATION		

1) PAYMENT REFERENCE	2) DOCUMENT ID	3) TELEPHONE FOR INQUIRIES	4) AMOUNT
REIMOCL	PVOSC40005111008	(617) 727-5000 X407	149.38
OFFICE OF THE STATE COMPTROLLER			

1) Payment reference number: Number used for the vendor to associate with this payment (invoice number).

2) Document ID: PV number used by the state department issuing payment.

3) Phone: Number of the department issuing payment.

4) Amount: Amount of payment may be more than one line.

5) Department: State department issuing payment.

6) Location: Of department

* Remittance advice may contain special text written about this payment.

$ 149 38

|Fold at Perforation Below and Detach Carefully|

The Commonwealth of Massachusetts

The Commonwealth of Massachusetts
Department of the State Treasurer
One Ashburton Place
Boston, Mass. 02108 -1608

Joseph D. Malone
Treasurer and Receiver General

MEMORANDUM

TO: State Vendors

FROM: Robert E. Foley, Deputy Treasurer

DATE: March 31, 1995

RE: ELECTRONIC FUNDS TRANSFERS FURTHER REVISIONS

With the implementation of the Treasury's new payment processing system, a further advantage exists with the use of electronic funds transfer.   Vendor accounts will have their payments credited to their bank accounts on Friday; whereas, weekly warrant checks will be dated and mailed on Thursday and may not be received and cleared as timely.

Enclosed is the standard Authorization for Electronic Funds Payment Form.

- You <u>must</u> contact your bank stating that you will be receiving electronic payments through the Automated Clearing House (ACH) in CTP format.   An addenda record accompanies each paymetnt giving the necessary information to identify each payment. The detail information should be forwarded from your bank to you. It will <u>not</u> be sent by the Commonwealth.

- Please make sure the entire vendor code number is filled out. If you have more than the one number and wish your payments to go to only one bank account, you can use one form with an attachment listing the other vendor codes. If you are unsure of your vendor code number, it is located on the state check you receive under the words "Reference Number".

- Please attach a voided check from your checkbook to the authorization form.

- Authorization forms not completely filled out will be returned.

- Finally, it usually takes approximately fifteen days to actively receive electronic payments once we receive the authorization form.

(over)

COMMONWEALTH OF MASSACHUSETTS
AUTHORIZATION FOR ELECTRONIC FUNDS PAYMENT

" I, _____ , hereby authorize the Department noted below, through the State Treasurer, to deposit funds due into the account at the bank named below. The State Treasurer is also authorized to debit my account <u>only</u> to adjust any over deposit which it has caused to be made to my account."

This authorization will remainin effect until either canceled in writing or an updated form changing information is sent to: (Department Name and Address and Contact)

_____

_____

Vendor Bank Name: _____

Vendor Bank Transit Routing Number: _____

Vendor Bank Account Number: _____

Checking Account _____   Savings Account _____   (Please Check Account Type)

Vendor Tax Identification Number: _____

Vendor Name: _____

Vendor Contact Name: _____   Telephone: ( ) _____

Address: _____

City: _____   State: _____ Zip: _____

AUTHORIZED SIGNATURE: _____

DATE: _____
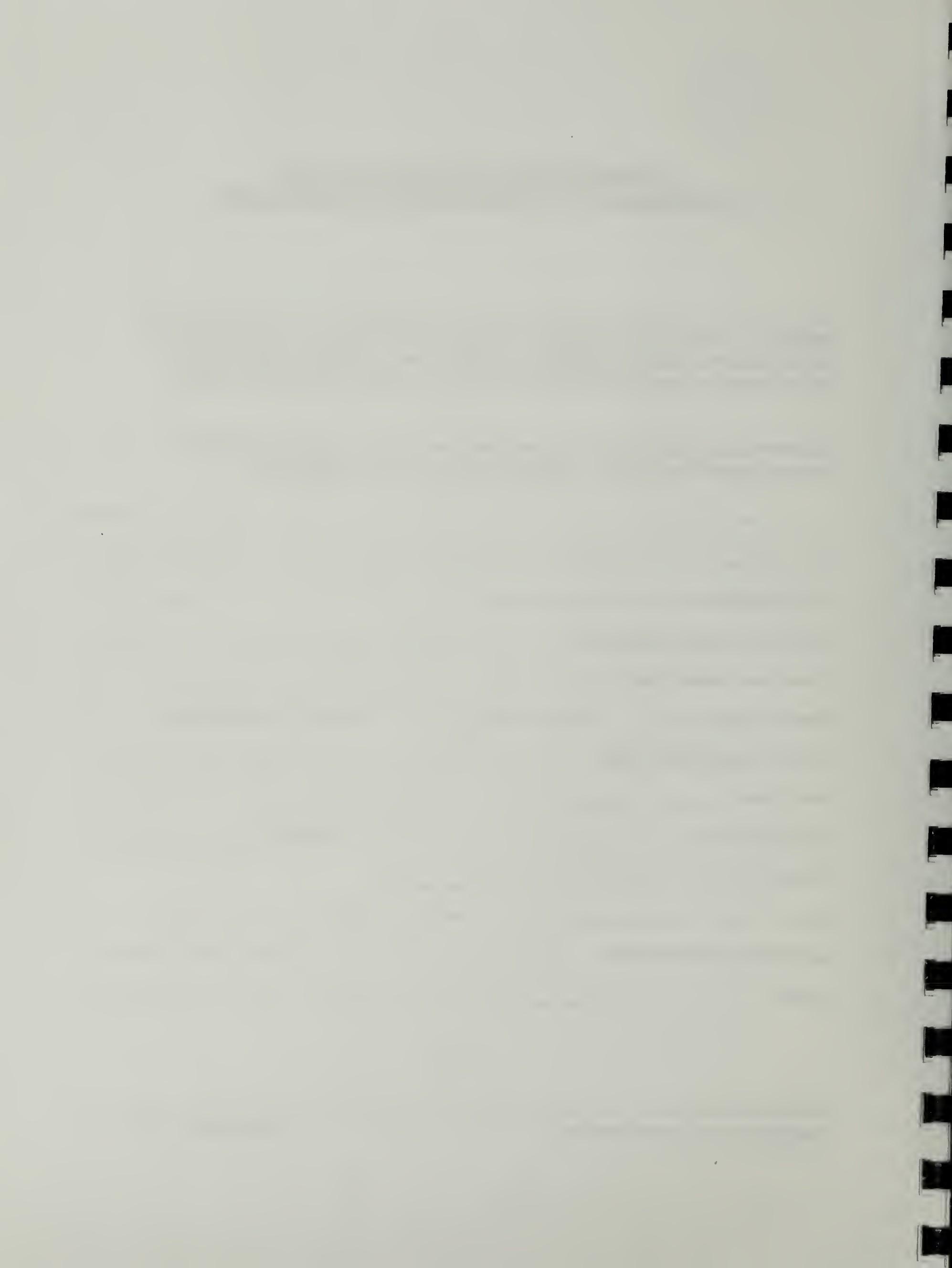
Vendor Unit Rejection Slip

TO: _____ , MMARS Liaison

FROM: _____ Verna Sullivan x389

———— June Minicucci x386

DATE: May 16, 1997

****

The VU transaction below is being returned for the following reason(s) checked off on this slip.

Please return this letter with the corrected document and backup. If you have any questions, you may call me at the extension above.

	Not on Susf
	Vendor already on file
	Vendor Change already performed
	A signed letter from the Vendor is required for:
	Additional address
	Change of address
	Change of Name
	Missing or Invalid Data
	Vendor #
	Vendor Name
	Insuff. Address
	Org. Structure
	Zip Code
	Action (Modify, Delete or New Entry)
	W - 9 Errors
	No W - 9 attached
	W - 9 not signed
	W - 9 list both FEIN and SS # as TIN (Taxpayer ID #) Only one allowed
	W - 9 does not agree with VU document
	W - 9 does not agree with VU screen
	Not Original W - 9 (FAX and Photocopies not permitted)
	W - 9 over 60 days of VU date. (W - 9 should be current)
	State Employees sre not allowed on the vendor file

Other:

Thanks

Commonwealth of Massachusetts
Request for Verification of Taxation Reporting Information
(Massachusetts Substitute W-9 Format)

Pursuant to IRS regulations, vendors & customers must furnish their Taxpayer Identification Number *(TIN)* to the Commonwealth.
Vendors must complete, sign, and return this form before payments may be made.

Name (List legal name, if joint names, list first & circle the name of the person or entity whose TIN you enter in Part I below.
See instruction *1 if your name has been changed).

Legal Address - Number & Street, (include suite or apartment number when possible) City, State and ZIP (include 9 digit Zip when available)

IF REMITTANCE (PAYMENT) ADDRESS IS DIFFERENT FROM YOUR LEGAL ADDRESS, PLEASE FILL IN BOXES PROVIDED BELOW.

Remittance Address (number & street, include suite or apt.# when possible).	**PART III - TAX EXEMPT**
	Check if you organization recognized by the IRS as Tax Exempt *(i e , 501(c))?*
Remittance City, State, ZIP(include 9 digit ZIP when available).	*If claiming Tax Exempt Status, attach the IRS ruling or Determination Letter or this status will not be recognized by the Commonwealth of Massachusetts.*
Phone #	

PART I - TIN VERIFICATION	**Social Security #**	**PART IV - UPDATE TO EXISTING W-9**
Enter your taxpayer identification number (TIN) in the appropriate box. For individuals or sole proprietors, this is your social security number. For other entities, it is your federal employer identification number (FEI). *If vendor has more than 1 name, use Chart A* *for guidelines on whose TIN to enter.*	_ _ _ _ _ _ _ _ _ **OR** **Employer Identification #** _ _ _ _ _ _ _ _ _	☐ A Request for Verification of Vendor Taxation Reporting Information has been previously filed with the Commonwealth under this TIN. This report replaces that form. *Please attach supporting documentation specified in instructions on back of this form under Updates.*

PART II - ORGANIZATION TYPE	**Organization Type**	
Enter your organization type. Obtain Organization Type Letter from Chart B.	☐	

CHART A -What Name & Number to Give the Requester		CHART B - ORGANIZATION TYPE	
For this type of Account:	**Give the name and SOCIAL SECURITY number of:**	**For this type of vendor:**	**Type**
1. Individual	The individual	Individual	I
2. Sole Proprietorship	The owner (Show individual's name)	Sole Proprietorship	I
For this type of Account:	**Give the name and EMPLOYER IDENTIFICATION number of:**	Partnership	P
3. A valid trust, estate, or pension trust	Legal entity (do not furnish the identification number of the personal representative or trustee unless the legal entity itself is not designated in the account title)	Trust	T
4. Corporation	The corporation	Corporation(including Mexico & Canada)	C
5. Association, club, religious, charitable, or other tax-exempt organization.	The organization	Other Please explain on line provided below	O
6. Partnership	The partnership	**Please Type or Print**	
7. Broker or registered nominee	The broker or nominee	**Additional Instructions are provided on the back of the form**	

If you selected an organizational type of "O" (Other), please explain why?

For Commonwealth vendors only: I have read and understand the Commonwealth's Tax Reporting Information (Please Check box). ☐

Under penalties of perjury, I declare that I have examined this request and to the best of my knowledge and belief, all information I have supplied is true, correct, and complete.

_____   _____
Signature   *Date*

_____   _____
PLEASE PRINT OR TYPE YOUR NAME & TITLE   **DATE**

GENERAL INSTRUCTIONS

(Section references are to the Internal Revenue Code.)

Purpose of Form. - A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report payments made to you for the sales of goods & services & real estate transactions Use the Request for Verification of Taxation Reporting Information *(Massachusetts' Substitute W-9 Format)* to furnish your correct TIN to the Commonwealth and, when applicable, (1) to certify that the TIN you are furnishing is correct *(or that you are waiting for a number to be issued)*.

How To Obtain a TIN. - If you do not have a TIN, apply for one immediately. To apply, get **Form SS-5**, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or **Form SS-4**, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete the Request for Verification of Taxation Reporting Information if you do not have a TIN, write "Applied For" in the space for the TIN in Part 1, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. **Note:** Writing "Applied For" on the form means that you have already applied for a TIN **OR** that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Request for Verification of Taxation Reporting Information, include your TIN, sign and date the form, and give it to the requester.

Penalties

Failure to Furnish TIN. - If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. - If you make a false statement with no reasonable basis that results in no imposition of backup withholding, you are subject to a penalty of $500.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Specific Instructions

Name. - If you are an individual, you must generally provide the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name and both the last name shown on your social security card and your new last name.

Foreign Vendors. - If you are a nonresident alien or foreign entity not subject to backup withholding, give the requester a completed Request for Certificate of Foreign Status *(Massachusetts' Substitute W-8)*.

TIN "Applied For". - Follow the instructions under *How to Obtain a TIN*, sign and date this form.

Signature. - The form must be signed to be considered valid.

Privacy Act Notice. - Section 6109 requires you to furnish your correct taxpayer identification number (TIN) to persons who must file information returns with IRS to report interest, dividends, and certain other income paid, the acquisition of property. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return.

Organizations Recognized by the Commonwealth as Tax Exempt. - Organizations seeking recognition of tax exempt status with the Commonwealth must provide documentation of the organization federal tax exempt status in the form of a ruling or determination letter issued by the Internal Revenue Service (IRS). The Commonwealth recognizes the following IRS tax exempt status organization rulings:
. Section 501(c) (1 through 23)
. Section 501 (d)
. Section 501(e)
. Section 501 (f)
. Section 501(k)
. Section 521 (a)
For more information on Tax-Exempt status, please see IRS Publication 557 *(rev. Jan. 95)*.

Updates to the Request for Verification of Vendor/Customer Taxation Reporting Information. - If any of the information requested on this form *changes (i.e., name or·address changes),* the payee must submit a new Request for Verification of Taxation Reporting Information with the updated information. Changes to name or TIN must be accompanied by IRS certification of Name & TIN.

· If the payee receives notification from the IRS that an information return *(i.e., 1099-MISC)* was filed on their behalf by the Commonwealth with incorrect spelling of their name and/or incorrect or missing TIN *(commonly referred to as a "B-Notice" or IRS Form 8355)*, the payee must immediately complete a ·new Request for Verification of Taxation Reporting Information with the corrected information and attach a copy of the IRS Form 8355 to the form.

If the Office of the State Comptroller or a department of the Commonwealth contacts you because the IRS has informed the Commonwealth that a return filed in your behalf has an incorrect spelling of your vendor name and/or incorrect or missing TIN. You must submit a new Request for Verification of Taxation Reporting Information with the corrected information and attach an IRS verification of your TIN and correct *(legal)* name.

If you have Questions on Completing this Form. - Please contact the Office of the State Comptroller
By Phone: (617) 727-5000 *(x229)*
By Mail:
Office of the State Comptroller
Attention: Payee & Payments Unit Manager
One Ashburton Place - 9th Floor
Boston,   MA   02108

COMMONWEALTH TERMS AND CONDITIONS

This Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Department of Procurement and General Services (PGS) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. *Any changes or electronic alterations by either the Department or the Contractor to the official version of this form, as jointly published by ANF, CTR and PGS, shall void this form and any underlying Contract.* Upon execution of these Commonwealth Terms and Conditions by the Contractor and filing as prescribed by the Office of the Comptroller, these Commonwealth Terms and Conditions will be incorporated by reference into any Contract for Commodities and Services executed by the Contractor and any State Department, in the absence of a superseding law or regulation requiring a different Contract form. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the Department, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract. The Commonwealth is entitled to ownership and possession of all deliverables purchased or developed with State funds. Contract shall mean the Standard Contract Form issued jointly by ANF, CTR and PGS.

1. *Contract Effective Start Date.* Notwithstanding verbal or other representations by the parties, or an earlier start date indicated in a Contract, the effective start date of performance under a Contract shall be the date a Contract has been executed by an authorized signatory of the Contractor, the Department, a later date specified in the Contract or the date of any approvals required by law or regulation, whichever is later.

2. *Payments And Compensation.* The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. C. 29, §26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. C. 7A, §3 and 815 CMR 9.00. Overpayments shall be reimbursed by the Contractor or may be offset by the Department from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the State from all claims, liabilities or other obligations relating to the performance of a Contract.

3. *Contractor Payment Mechanism.* All Contractors will be paid using the Payment Voucher System unless a different payment mechanism is required. The Contractor shall timely submit invoices (Payment Vouchers - Form PV) and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying policy issued by the Office of the Comptroller and 815 CMR 4.00, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty. The Contractor Payroll System, shall be used only for "Individual Contractors" who have been determined to be "Contract Employees" as a result of the Department's completion of an Internal Revenue Service SS-8 form in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1990, and shall automatically process all state and federal mandated payroll, tax and retirement deductions.

4. *Contract Termination Or Suspension.* A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The Department may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen public emergency mandating immediate Department action. Upon immediate notification to the other party, neither the Department nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control.

5. *Written Notice.* Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the Department or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

6. *Confidentiality.* The Contractor shall comply with M.G.L. C. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to the Department's public records, documents, files, software, equipment or systems.

7. *Record-keeping And Retention, Inspection Of Records.* The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of seven (7) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

8. *Assignment* The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. C. 106, §9-318. The Contractor must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. *Subcontracting By Contractor.* Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. *Affirmative Action, Non-Discrimination In Hiring And Employment.* The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

11. *Indemnification.* Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, including the Department, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of

COMMONWEALTH TERMS AND CONDITIONS

or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the Department or the State. After

12. *Waivers.* Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. *Risk Of Loss.* The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, Department personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Department.

14. *Forum, Choice of Law And Mediation.* Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a State or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The Department, with the approval of the Attorney General's Office, and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

15. *Contract Boilerplate Interpretation, Severability, Conflicts With Law, Integration.* Any amendment or attachment to any Contract which contains conflicting language or has the affect of a deleting, replacing or modifying any printed language of these Commonwealth Terms and Conditions, as officially published by ANF, CTR and PGS, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law, provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 1. of these Commonwealth Terms and Conditions and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and PGS, which incorporates by reference these Commonwealth Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, The Contractor certify under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for any applicable Contract executed with the Commonwealth as certified by their authorized signatory below:

CONTRACTOR AUTHORIZED SIGNATORY:_____

(signature)

Print Name: _____

Title: _____

Date: _____

(Check One:); _____ Organization   _____ Individual

Full Legal Organization or Individual Name: _____

Doing Business As: Name (If Different): _____

Tax Identification Number: ____ ____ ____ ____ ____ ____ ____ ____ ____

Address: _____

Telephone: _____   FAX: _____

INSTRUCTIONS FOR FILING THE COMMONWEALTH TERMS AND CONDITIONS

A "Request for Verification of Taxation Reporting Information" form (Massachusetts Substitute W-9 Format), that contains the Contractor's correct TIN, name and legal address information, must be on file with the Office of the Comptroller. If the Contractor has not previously filed this form with the Comptroller, or if the information contained on a previously filed form has changed, please fill out a W-9 form and return it attached to the executed COMMONWEALTH TERMS AND CONDITIONS.

If the Contractor is responding to a Request for Response (RFR), the COMMONWEALTH TERMS AND CONDITIONS must be submitted with the Response to RFR or as specified in the RFR. Otherwise, Departments or Contractors must timely submit the completed and properly executed COMMONWEALTH TERMS AND CONDITIONS (and the W-9 form if applicable) to the: *Payee and Payments Unit, Office of the Comptroller, 9th Floor, One Ashburton Place, Boston, MA 02108* in order to record the filing of this form on the MMARS Vendor File. Contractors are required to execute and file this form only once.

COMMONWEALTH TERMS AND CONDITIONS
FOR HUMAN AND SOCIAL SERVICES

This Commonwealth Terms and Conditions for Human and Social Services form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division/Division of Purchased Services (OSD). for use by Commonwealth of Massachusetts ("State") Departments and Contractor organizations that contract to provide Human and Social Services to Commonwealth clients. Any changes or electronic alterations by either the Department or the Contractor to the official version of this form, as jointly published by ANF, CTR and OSD, shall be void. Upon execution of these Commonwealth Terms and Conditions for Human and Social Services by the Contractor and filing as prescribed by CTR, these Commonwealth Terms and Conditions for Human and Social Services will be incorporated by reference into any Contract for Human and Social Services executed by the Contractor and any Department, in the absence of a superseding law or regulation requiring a different Contract form. Its provisions are in addition to the requirements contained in 808 CMR 1.00 and any Human and Social Services Contract(s), as well as any applicable requirements contained in 808 CMR 2.00 or 801 CMR 21.00. This Commonwealth Terms and Conditions for Human and Social Services is effective upon signature by the Contractor or July 1, 1997, whichever is later, and supersedes the Master Agreement and General Conditions approved by ANF on May 1, 1995.

1. <u>Contract Effective Start Date</u>. Notwithstanding verbal or other representations by the parties, unless otherwise permitted in 801 CMR 21.00, the effective start date of a Contract shall be the later of: the date the Contract was executed by an authorized signatory of the Contractor; the date the Contract was executed by an authorized signatory of the Department; the date specified in the Contract: or, the date of Secretariat authorization pursuant to M.G.L. c. 29, §29B.

2. <u>Payments And Compensation.</u> The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with 801 CMR 21.00, 808 CMR 1.00 and the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. c. 29, §26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. c. 7A, §3 and 815 CMR 9.00. In no event shall payments under any Contract exceed the rate or maximum obligation of the Contract or be directed to off-set costs which are not reimbursable under Commonwealth contracts under any provision of law, including M.G.L. c. 7, §56 and 808 CMR 1.00. Upon determination by the Department that the Contractor has not provided services to the extent billed, has billed for services to any client who the Contractor knew or should have known was ineligible for services according to the terms of the Contract, has received duplicate or otherwise excess payments, has used Contract payments for non-reimbursable expenses or otherwise failed to perform in accordance with the terms of the Contract or 808 CMR 1.04, the Department may, upon reasonable notice and opportunity for correction, delay, disallow, set-off or recoup payments.

3. <u>Contractor Payment Mechanism.</u> The Contractor will be paid using the Payment Voucher System unless a different payment mechanism is agreed upon in the Contract. The Contractor shall timely submit invoices (Payment Vouchers - Form PV) and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying policy issued by the Office of the Comptroller and 815 CMR 4.00, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty.

4. <u>Contract Termination Or Suspension.</u>

a. <u>Procedures.</u> A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon any of the events or conditions set forth below. During the notice period for termination, the parties may agree to adjust the termination conditions, including the effective date contained within the notice of termination. Grounds and procedures for termination are: i) <u>Immediate Termination: Absence of Funding or Emergency.</u> A Contract shall terminate immediately upon receipt of written notice of termination under the following conditions: the absence of appropriation, allotment, availability or authorization to the Department to discharge its obligations under the Contract in the fiscal year; a party's default, breach or any intervening casualty which poses an immediate threat to the life, health or safety of a client; the indictment of the Contractor or one of its principals or officers for an offense or offenses related to the provision of services; fraudulent activities on the part of the Contractor in its dealings with the Commonwealth; or the filing for bankruptcy by a Contractor. ii) <u>Early Termination: Breach or Default, Reduction of Funding or Change in Law.</u> A Contract may be terminated by providing notice of termination effective not less than forty-five (45) calendar days after date of notice under the following conditions: either party may terminate if the other party fails to fulfill its obligations under a Contract, including partial or complete non-performance of any provision; there is a reduction of funds appropriated for Contracts; or if any statute or regulation which governs performance is changed, differently interpreted by a court or other competent authority, newly enacted, adopted or promulgated so as to increase the burdens on either party in complying with the terms of the Contract significantly beyond those existing at the time of execution. For termination for breach or default, the party must specify the alleged default or breach in writing, allowing a reasonable time, but not less than thirty (30) calendar days, for correction. For termination · due to reduction in funding, the Department may alternatively provide a conditional notice of termination with a proposed amendment to a Contract. iii) <u>Termination without Cause.</u> Either party may terminate the Contract without cause upon provision of written notice to the other at least sixty (60) calendar days before its effective date. Whether or not cause to terminate exists under any other provision, a party may elect to terminate without cause.

b. <u>Obligations Upon Termination.</u> Upon termination, the Contractor shall have the following obligations: i) <u>Transfer of Clients.</u> The Contractor shall use its best efforts to provide for the health and safety of clients being served under the Contract for a reasonable period of time, while the Department arranges for their transfer, and shall cooperate fully with the Department's efforts to transfer clients. ii) <u>Client Records.</u> Client records maintained pursuant to the Contract shall remain the property of the Contractor, subject to the provisions of Sections 6, 7 and 11d. However, where the Department has continuing responsibility to provide for the clients funded by the Contract, the Contractor must, upon request, provide to the Department or the new Contractor a copy of the client records of services as authorized by the Department. The reasonable cost of such transfer will be borne by the Department. iii) <u>Reports and Other Documents.</u> All documents, data, studies, and reports related to performance of the Contract shall be submitted to the Department by the Contractor. unless the Department directs otherwise. iv) <u>Furnishings and Equipment.</u> The termination of the Contract does not affect the Contractor's responsibilities with respect to equipment and other property under 808 CMR 1.00. v) <u>Payment.</u> The Contractor shall be paid for all authorized services performed up to the date of termination, subject to the provisions of Section 2. In addition, if the Department is required to remove clients from a facility operated by the Contractor and fails to remove said clients. unless otherwise agreed by the parties and subject to the conditions set forth in Section 2, the Contractor will be paid at the rate contained in its terminated Contract for continuing to provide services after the date of termination and until such clients are removed. vi) <u>Subsequent Audit.</u> If a Contract is terminated without inspection, review or audit, the Commonwealth retains the right to conduct an inspection, review, or audit and to disallow reimbursement or recover funds if any finding warrants such action.

5. <u>Written Notice.</u> Any notice shall be deemed delivered and received when submitted in writing, in person or when delivered by any other

COMMONWEALTH TERMS AND CONDITIONS
FOR HUMAN AND SOCIAL SERVICES

appropriate method evidencing actual receipt by the Department or the Contractor.

6. Confidentiality. The Contractor shall comply with M.G.L. c. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to the Department's public records, documents, files, software, equipment or systems.

7. Record-keeping And Retention. Inspection Of Records. The Contractor shall maintain records, books, files and other data as required by 808 CMR 1.00 and as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of seven (7) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Contractor shall maintain adequate written policies and procedures for accounting, management and personnel activities, including but not limited to conflict of interest and nepotism policies. The Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of records at a reasonable expense.

8. Assignment. No liability, responsibility, obligation, duty or interest under a Contract may be assigned, delegated, assumed or transferred, in whole or in part, without the prior written approval of the Department. However, the Contractor or a court appointed receiver shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. c.106, §9-318. The Contractor or court appointed receiver must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. Subcontracting By Contractor. Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions for Human and Social Services and a Contract. When the Department furnishes federal funds to the Contractor, which are being passed down to a subcontractor, the subcontract must contain a provision that the subcontractor will comply with applicable federal single audit, cost principles and administrative requirement standards. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. Affirmative Action. Non-Discrimination In Hiring. Employment and Service Delivery. The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices. The Contractor shall not discriminate in the delivery of services against any person who otherwise meets the eligibility criteria for services, or in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, status as a Vietnam Era Veteran, sexual orientation or for exercising any rights or benefits afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities and agrees to comply with any affirmative action programs required by Executive Order 227, or any successor provisions.

11. Human and Social Services Contracting Provisions

a. Board of Directors Standards. If a non-profit organization, the Contractor shall comply with the principles in the Massachusetts Attorney General's "Guide for Board Members of Charitable Organizations" and with the standards for boards contained in the American Institute of Certified Public Accountants (AICPA)'s statements on auditing standards, as may be amended from time to time. Further, the Contractor specifically agrees that: i) members of the Contractor's management and immediate family (as defined in the AICPA's Financial Accounting Standards Board Statement number 57) will not comprise more than 30% of the voting members of the Contractor's board or any of the board's committees or subcommittees; and, ii) the Contractor's Board of Directors will approve the selection of the Contractor's audit firm, will annually review its executive director's or other more senior manager's performance and set that person's compensation by formal vote, and will meet as frequently as necessary to fulfill the Contractor's obligations under this section. Where the board meets less than two times during its fiscal year, the Contractor shall submit a description of its board structure and the dates of each board and subcommittee meeting with its Uniform Financial Statements and Independent Auditor's Report (UFR).

b. Client Care and Use of Funds. The Contractor shall comply with all applicable provisions of law relative to the care of clients and the investigation and reporting of suspected client abuse or neglect. The Contractor shall provide the Department with copies of all legally mandated reports of client abuse or neglect where the alleged abuse or neglect was a direct or indirect consequence of the services rendered under a Contract and shall comply with all additional reporting requirements relative to client abuse and neglect contained in a Contract. The Contractor shall be subject to any standards cited in a Contract for the disqualification of candidates for positions where the candidates have criminal records, for establishing proof of criminal record information of candidates prior to hire and for addressing criminal activities subsequent to hire. The Contractor shall also comply with all laws and regulations and contractual provisions relative to the use of client funds, property or other resources.

c. Annual Financial Reporting Requirements. The Contractor and any subcontractor must comply with all applicable annual financial reporting requirements set forth in 808 CMR 1.00 and the instructions to the UFR. Any nonprofit Contractor receiving in excess of the threshold of federal funds through the Commonwealth, as set forth in Office of Management and Budget (OMB) Circular A-133 or successor provision, must comply with the Circular as well.

d. Publications. The Contractor shall not disseminate, reproduce, display or publish any report, map, information, data or other materials or documents expressly required or produced in whole or in part pursuant to a Contract, nor shall any such materials or documents be the subject of an application for patent or copyright by or an behalf of the Contractor, without the prior written consent of the Department. If the Contractor prepares, publishes or distributes any publication describing any services or programs the cost of which are funded at least in part by a Contract, then any such publication shall, unless the Department directs otherwise, contain a prominently displayed statement to that effect.

e. Additional Provisions Applicable to Contractors Receiving Federal Funds. If the Contractor receives federal funds from the Commonwealth through a Contract, then, in accordance with OMB Circular A-110 or successor provision, it further agrees to the following: i) Equal Employment Opportunity: All contracts entered into by the Contractor shall contain a provision requiring compliance with federal Executive Order 11246, as amended by Executive Order 11375, and as supplemented by regulations at 41 CFR part 60; ii) Contract Work Hours and Safety Act: If the Contractor employs mechanics or laborers to fulfill its contractual obligations, it will comply with sections 102 and 107 of 40 USC 327-333, as supplemented by 29 CFR part 5.; iii) Clean Air Act and the Federal Water Pollution Control Act: If the Contractor receives more than $100,000 in federal funds the Contractor agrees to comply with any applicable standards, order, or regulations issued pursuant to 42 USC 7401 et seq. and 33 USC 1251 et seq.; and iv) Byrd Anti-Lobbying Amendment: If a

COMMONWEALTH TERMS AND CONDITIONS FOR HUMAN AND SOCIAL SERVICES

Contractor receives $100,000 or more of federal funds through a Contract, by signing that Contract it certifies it has not and will not use federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 USC 1352. A Contractor shall disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award.

12. <u>Waivers.</u> Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. <u>Risk Of Loss.</u> The Contractor shall bear the risk of loss for any Contractor supplies, equipment or other materials used for a Contract and for all deliverables, records, documents, files, data, studies and reports which are in the possession of the Contractor or used by the Contractor in the performance of a Contract until possession and, where applicable, ownership and full legal title, to the deliverables, records, documents, files, data, studies and reports are transferred to and accepted by the Department.

14. <u>Forum and Choice of Law.</u> Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a State or federal court in Massachusetts which shall have exclusive jurisdiction thereof.

15. <u>Contract Boilerplate Interpretation. Severability. Conflicts With Law. Integration.</u> Any amendment or attachment to any Contract which contains conflicting language or has the effect of deleting, replacing or modifying any printed language of these Commonwealth

Terms and Conditions for Human and Social Services, as officially published by ANF, CTR and OSD, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law, provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All formal amendments must be executed by the parties and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and OSD, which incorporates by reference these Commonwealth Terms and Conditions for Human and Social Services, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions for Human and Social Services, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, The Contractor certifies under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for Human and Social Services for any applicable Contract executed with the Commonwealth as certified by its authorized signatory below:

CONTRACTOR AUTHORIZED SIGNATORY: _____
                                                    (signature)

Print Name: _____

Title: _____

Date: _____

Full Legal Organization Name: _____

Doing Business As: Name (If Different): _____

Tax Identification Number: ____ ____ ____ ____ ____ ____ ____ ____ ____

Address: _____

_____

Telephone: _____ FAX: _____

INSTRUCTIONS FOR FILING THE COMMONWEALTH TERMS AND CONDITIONS FOR HUMAN AND SOCIAL SERVICES

A "Request for Verification of Taxation Reporting Information" form (Massachusetts Substitute W-9 Format), that contains the Contractor's correct TIN, name and legal address information, must be on file with the Office of the Comptroller. If the Contractor has not previously filed this form with the Comptroller, or if the information contained on a previously filed form has changed, please fill out a W-9 form and return it attached to the executed COMMONWEALTH TERMS AND CONDITIONS FOR HUMAN AND SOCIAL SERVICES.

If the Contractor is responding to a Request for Response (RFR), the COMMONWEALTH TERMS AND CONDITIONS FOR HUMAN AND SOCIAL SERVICES must be submitted with the Response to RFR or as specified in the RFR. Otherwise, Departments or Contractors must timely submit the completed and properly executed COMMONWEALTH TERMS AND CONDITIONS FOR HUMAN AND SOCIAL SERVICES (and the W-9 form if applicable) to the: Payee and Payments Unit, Office of the Comptroller, 9th Floor, One Ashburton Place, Boston, MA 02108 in order to record the filing of this form on the MMARS Vendor File. Contractors are required to execute and file this form only once.

MMARS TABLES AND INQUIRIES

APPROPRIATIONS AND BUDGETS MENU   (AABI)

APPROPRIATIONS MENU   (APTI)

APPROPRIATION STATUS 1   (APR1)
APPROPRIATION STATUS 2   (APR2)
APPROPRIATION STATUS 3   (APR3)
APPROPRIATION STATUS 4   (APR4)
APPROPRIATION SUMMARY   (ASUM)
APPROPRIATION/ALLOCATION STATIC   (ASTA)
APPROPRIATION GROUP   (AGRP)
ALLOTMENT PERCENTAGES   (ALLT)
ALTERNATE APPROP/ALLOC STATIC   (AAST)
PARENT TABLE   (PRNT)

BUDGETS MENU   (BUTI)

EXPENSE BUDGET STATUS   (EXPB)
REVENUE BUDGET STATUS   (REVB)
EXPENSE BUDGET SUMMARY   (ESUM)
REVENUE BUDGET SUMMARY   (RSUM)
OPEN ACCRUED REV. SUMMARY   (OARS)
APPROPRIATION/SUBSIDIARY OPTION   (ASUP)

GENERAL ACCOUNTING MENU   (GACI)

BALANCE SHEET MENU   (BSTI)

BALANCE SHEET ACCOUNT   (BACC)
BALANCE SHEET ACTIVITY   (BSAT)
BALANCE SHEET CATEGORY   (BCAT)
BALANCE SHEET CLASS   (BCLS)

FUND MENU   (FUTI)

FUND   (FUND)
FUND CATEGORY   (FCAT)
FUND CLASS   (FCLS)
FUND DEPARTMENT   (FDEP)
FUND TYPE   (FTYP)
FUNDING SOURCE   (FSRC)

OBJECT MENU   (OJTI)

OBJECT   (OBJT)
OBJECT 2   (OBJ2)
OBJECT CATEGORY   (OCAT)
OBJECT CLASS   (OCLS)
SUB OBJECT   (SOBJ)

PROGRAM MENU   **(PRTI)**

      PROGRAM   (PROG)
      PROGRAM CATEGORY   (PCAT)
      PROGRAM CLASS   (PCLS)
      PROGRAM GROUP   (PGRP)
      PROGRAM TYPE   (PTYP)

ACTIVITY MENU   **(ATTI)**

      ACTIVITY   (ACTV)
      ACTIVITY CATEGORY   (ACAT)
      ACTIVITY CLASS   (ACLS)
      ACTIVITY GROUP   (ACGR)
      ACTIVITY TYPE   (ACTY)

MISC CHART OF ACCOUNTS MENU   **(MITI)**

      ACCOUNT TYPE   (ACCT)
      GENERAL REPORTING CATEGORY   (GRPT)
      REPORTING CATEGORY   (RPTG)

ORGANIZATION STRUCTURE MENU   **(OSTI)**

      EXECUTIVE OFFICE   (EXEC)
      DEPARTMENT   (DEPT)
      ORGANIZATION   (ORGN)
      SUB-ORGANIZATION   (SORG)

GENERAL ACCOUNTING MENU   **(GATI)**

      FUND BALANCE   (FBAL)
      TRIAL BALANCE   (TBAL)
      ONLINE GENERAL LEDGER 1   (OLGL)
      ONLINE GENERAL LEDGER 2   (OLG2)

VENDOR ADMINISTRATION MENU   **(VATI)**

      VENDOR   (VEND)
      VENDOR NAME INDEX   (VNAM)
      PURCHASING VENDOR   (VONM)
      PURCHASING VENDOR BY NAME   (VPNM)
      PURCHASING VENDOR INFORMATION   (VINF)
      VENDOR ORDER ADDRESS   (VORD)
      MINORITY TYPE   (MTYP)
      SOUTH AFRICA VENDOR   (VSAF)
      1099 VENDOR   (VNTN)

COST ACCOUNTING MENU   **(CACT)**

PERFORMANCE MEASUREMENT MENU   **(PERM)**

      PERFORMANCE TARGETS VS ACTUALS   (PERF)
      PERFORMANCE MEASUREMENT TASK   (PMTB)

FEDERAL GRANTS MENU   **(GRTI)**

      DEPARTMENT FEDERAL AID   (DEFA)
      DEPARTMENT FEDERAL AID 2   (DEF2)
      FEDERAL AID BUDGET LINE   (FBLT)
      FEDERAL AID FISCAL YEAR   (FFYT)
      GOVERNMENT WIDE FEDERAL AID   (GVFA)
      FEDERAL AID AGENCY CODE   (FEAG)
      FEDERAL AID STATUS   (FAST)
      FEDERAL CATALOG NUMBER   (CATF)

SYSTEM CONTROLS MENU   **(COTI)**

      ACCOUNTING PERIOD   (APRD)
      AUTOMATED DISBURSEMENTS   (ADIS)
      BANK ACCOUNT   (BANK)
      CALENDAR DATE   (CLDT)
      MMARS DATE   (DATE)
      FISCAL YEAR   (FSYR)
      SYSTEM SPECIAL ACCOUNTS   (SPEC)
      SYSTEM SPECIAL OPTIONS   (SOPT)
      EDI TRANSACTION SETS   (TRST)
      MMARS TO EDI TRANS MAP   (TCTS)
      EDI TO MMARS TRANS MAP   (TSTC)
      AUTO DOCUMENT NUMBERING   (ADNT)
      BUSINESS FUNCTION CODE   (BFCT)
      COMPTROLLER'S BFC   (CBFC)
      TRAN CODE & TYPE BY BFC   (TBFC)

WARRANT CONTROLS MENU   **(WPCI)**

      DISBURSEMENT RUN   (DRUN)
      DISB RUN BY WARRANT NUM   (WRUN)
      MONTHLY WARRANT YTD SUM   (MYTD)
      WEEKLY WARRANT YTD SUM   (WYTD)
      NON-WARRANTED YTD SUM   (NYTD)
      HAND WARRANT YTD SUM   (HYTD)
      YTD DISBURSEMENT SUM   (YTDD)
      MNTHLY WARR AUTH DOLLAR   (MWAD)

FIXED ASSETS MENU (FATI)

       FIXED ASSET SUMMARY 1 (FAS1)
       FIXED ASSET SUMMARY 2 (FAS2)
       ACQUISITION/DISPOSITION (FADM)
       FIXED ASSET TYPE (FATP)
       FIXED ASSET CATALOG (FCLG)
       FIXED ASSET GROUP (FRGP)
       FIXED ASSET GROUP CATG (FGCT)
       FIXED ASSET GROUP CLASS (FGCS)
       MANUAL DEPRECIATION (MDEP)
       FIXED ASSET BETTERMENT1 (FBT1)
       FIXED ASSET BETTERMENT2 (FBT2)
       FIXED ASSET LOCATION (FLOC)
       FIXED ASSET LOC TYPE (FLCT)
       FIXED ASSET LOC CLASS (FLCS)
       FIXED ASSET VALUATION (FVAL)
       FIXED ASSET REVENUE (FREV)
       FIXED ASSET PROJECT (PROJ)
       FA BY DEPT AND FACILITY (FADF)

INTERDEPARTMENTAL MENU (ISTI)

       AUTHORIZATION AND CONTROL MENU (AUCI)

       AUTHORIZED CHBK SRVC ID (ACSI)
       AUTHORIZED CHBK DEPT (CHBK)
       INTERDEPT OPTIONS (IDOP)
       INTERDEPT OP BY RSRC (IDOR)
       PRINT IE NOTICES (PIEN)
       PRINT IV NOTICES (PIVN)
       INTERDEPT BUYER CONTACT (IBDC)

       ENCUMB AND EXPEND MENU (ECTI)

       IE TEXT (IETX)
       INTERDEPARTMENTAL TEXT (IDTX)
       CHBK ESTIMATION ENTRY (CBET)
       CHBK BY IE NUMBER (CBIE)
       INTERDEPART SUMMARY (ISUM)
       INTERDEPART DETAIL (IDET)
       DEPT CHBK ESTIM LISTING (DCEL)
       IE HISTORY (IEHT)
       INTERDEPT BATCH ENTRY (IEBT)
       IE HISTORY BY LINE (IEHL)
       CHBK BILLING INFO (CBBI)
       CHBK BILLING ENTRY (CBBE)
       CHBK BILLING INQUIRY (CBBQ)
       IV TEXT (IVTX)
       IV HISTORY (IVHT)
       IV HISTORY BY IV NUMBER (IVHQ)
       IV HISTORY LINE (IVHL)
       INTERDEPARTMENTAL ENTRY (IENT)

SUSPENSE FILE MANAGEMENT MENU   **(SUSM)**

    BATCH ID, DOCUMENT ID   (SUSF)
    SUSF WITH PROCESS DATE   (SUS2)
    STATUS/TRANS/DEPT/ORGN   (SUS3)
    DEPT/ORGN/STATUS/TRANS   (SUS4)

NEW FEATURES MENU   **(NEWF)**

    ACCT PAYABLE ENCUMBRANCE   (APEN)
    CERT VEND PYMT HISTORY   (CVPH)
    CERT VEND PYMT SUMMARY   (CVPS)
    HISTORY BY APPROP   (HISA)
    HISTORY BY DEPARTMENT   (HISD)
    HISTORY BY VENDOR   (HISV)
    CBARS QUAL OBJT CODES   (OBJ1)
    VENDOR SCAN   (VPLS)
    OPEN ENCUMBRANCES & PRE   (OPEN)

EXPENDITURES MENU   **(EXPI)**

    <u>**ADVANCES MENU**</u>   **(ADTI)**

    OPEN ADVANCES   (OPAT)
    ADVANCE TYPE   (ATYP)
    DYNACASH BANK   (DYNA)
    OPEN ADVANCE UPDATE   (OPAU)

    <u>**SERVICE CONTRACTS MENU**</u>   **(SCTI)**

    <u>**OPEN ITEMS FILES MENU**</u>   **(OFTI)**

    OPEN SERVICE REQ HEADER   (OSRH)
    OPEN SERVICE REQ LINE   (OSRL)
    OPEN SRVCE CONTRACT HDR   (OSCH)
    OPEN SRVCE CONTRACT LN   (OSCL)
    OPEN CONTRACT RVRSL HDR   (OCBH)
    OPEN CONTRACT RVRSL LN   (OCBL)
    OPEN DATA SERVICES HDR   (ODSH)
    OPEN DATA SERVICES LINE   (ODSL)
    OPEN CC HEADER   (OCCH)
    OPEN CC LINE   (OCCL)
    OUTYEAR OBLIG   (OYOF)
    SERVICE CONTRACT TEXT   (SCTX)

REFERENCE TABLES MENU   (RTTI)

SERVICE AGRMNT SUMMARY   (SASM)
SERVICE CODE   (SERV)
UNIT OF SERVICE   (SERU)
VENDOR TYPE   (VTYP)
MASTER SERVICE AGRMNT   (MSER)
ALT MASTER SRVCE AGRMNT   (MSAA)
MSTR SRVCR AGRMNT TEXT   (MSTX)
MSTR SRVCE AGRMNT VEND   (MSVR)
MSA VENDOR TEXT TABLE   (MVTX)

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OPEN SRVC REQ PRINT   (SRHD)

PURCHASE ORDERS MENU   (PUTI)

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OPEN ORDER LN - COMMDTY   (OPOC)
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BILLING ADDRESS   (BILL)
SHIPPING ADDRESS   (SHIP)
ORDER BY VEND CAT NO   (VCAC)
PENDING ORDER DOCUMENT   (DOCP)
PURCHASING CONTACT   (PCON)
PURCHASE ORDER TEXT   (PTEX)
BUYER   (BUYT)
DISCOUNT TYPE   (DISC)
UNIT OF MEASURE   (UNIT)
TERMS AND CONDITIONS   (PTAC)
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EDP PURCHASE ORDER   (PEHD)
ORDER BY VEND CAT DESC   (VCAD)
ORDER BY VEND CAT COMM   (VCCT)

COMMODITIES MENU   (CMTI)

COMMODITY NAME INDEX   (CNAM)
COMMODITY PRICE AGRMNT   (CPAT)
COMMODITY   (COMM)
COMMODITY BY VENDOR   (CVND)
VENDOR BY   VCOM)
COMMODITY DESCRIPTION   (CDSC)
COMMODITY SPECIFICATIONS   (CSPC)
COMMODITY COPY   (CCPY)
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    PRICE AGRMNT INDEX (PASI)
    PRICE AGRMNT LINE INDEX (PALI)
    PRICE AGRMNT SECURITY (PASC)
    PRICE AGRMNT SUMMARY (PASM)
    PRICE AGRMNT LINE (PALN)
    PRICE AGRMNT TEXT (PATX)
    PRICE AGRMNT BY VENDOR (VNPA)
    PA HEADER REVISIONS (PARH)
    PA LINE REVISIONS (PARL)

MISCELLANEOUS ORDERS MENU (OBTI)

    OPEN MISC ENCUMB HEADER (OPPH)
    OPEN MISC ENCUMB LINE (OPPL)
    OPEN MISC PRE-ENCUMB HDR (OPRH)
    OPEN MISC PRE-ENCUMB LN (OPRL)
    OPEN EDP REQ HEADER (ODRH)
    OPEN EDP REQ LINE (ODRL)
    OPEN SP ENCUMB HEADER (OSPH)
    OPEN SP ENCUMB LINE (OSPL)

LEASE ORDERS MENU (LOTI)

    OPEN LEASE ORDER HEADER (OLOH)
    OPEN LEASE ORDER LINE (OLOL)
    LEASE ORDER TYPE (LTYP)

EXPENDITURES MENU (EPTI)

    OPEN PAYMNT VOUCHER HDR (OHPV)
    OPEN PAYMNT VOUCHER LN (OLPV)
    OPEN PV BY DATE (OPVD)
    OPEN VENDOR INVOICE HDR (OVIH)
    OPEN VENDOR INVOICE LN (OVIL)
    VENDOR INVOICE TEXT (VITX)
    OPEN RECEIVER HEADER (ORCH)
    OPEN HDR BY VENDOR INV (OVHV)
    OPEN REVENUE REFUND HDR (ORFH)
    OPEN REVENUE REFUND LN (ORFL)
    OPEN REV REFUND BY DATE (ORFD)
    OPEN REV REFUND BY CUST (ORFC)
    CLIENT TABLE (CLNT)
    EMPLOYEE TABLE (EMPL)
    OPEN RECEIVER LINE (ORCL)
    OPEN LINE BY VENDOR INV (OVLV)

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    RECURRING RP HEADER (RRPH)
    RECURRING RP LINE (RRPL)
    RECURRING PV HEADER (RPVH)
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DISBURSEMENTS MENU (DITI)

OPEN CHECK HEADER (OPCH)
OPEN CHECK LINE (OPCL)
ALT OPEN CHECK HEADER (OCHA)
ALT OPEN CHECK LINE (OCLA)
SCHED/UNSCHED VOUCHER (VMOD)
OPEN RD SCHEDULE DATE (RMOD)

RECEIVERS MENU (RCTI)

OPEN RECEIVER HEADER (OORH
OPEN RECEIVER LINE (OORL)
RECEIVER TEXT (ORTX)
OR HDR BY VEND DLVY NO (ORHV)
OR LINE BY VEND DLVY NO (ORLV)
CARRIER (CARR)
CONDITION (COND)
ORDER RECEIPT ENTRY (ORSG)
ORDER RECEIPT EXCEPTION (OREG)
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DEPARTMENTAL CUSTOMER (CUST)
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DEPT CUST FINANCE HIST (CUSF)
CUSTOMER NAME (CUSN)
CUSTOMER TEXT (CTXT)
CUSTOMER UPDATE (CUSU)
CUST NAME MODIFICATION (CUSM)
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DEPART BILLING PROFILE (DBIL)
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REMIT TO (REMT)
REMIT TO UPDATE (REMU)
RECURRING RECEIVABLE (RERE)
PRINTED RECEIVABLE (PRRE)
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DOCUMENT CONTROL (DCTL)
SPECIAL INSTRUCTION (SPIN)
DEPT/REMIT RE TOLERANCE (DTOL)
INVOICE PRINT (INPT)
CUSTOMER DOC INQUIRY (CDOC)
STATEMENT (STMT)

REVENUE SOURCE REFERENCE MENU   (RSTI)

    REVENUE SOURCE   (RSRC)
    SUB-REVENUE SOURCE   (SREV)
    REVENUE SOURCE CATEGORY   (RCAT)
    REVENUE SOURCE CLASS   (RCLS)
    REVENUE CROSSWALK   (RVCW)

RENEWALS   (RNTI)

    RENEWAL TYPE   (RNTP)
    RENEWAL TEXT   (RTXT)
    RENEWAL SCHEDULING   (RNEW)
    RENEWAL NOTICE BY CUST   (RNCT)

COLLECTIONS   (CLTI)

    POTENTIAL UNCOLLECT RE   (PUNR)
    DUNNING MESSAGE   (DUNN)
    COLLECTION LETTER   (COLT)
    MASTER SERVICE AGRMNT   (MSAT)
    DEPT SERVICE AGRMNT   (DSAT)

OPEN ITEMS   (OITI)

    OPEN RECEIVABLE HEADER   (OREH)
    OPEN RECEIVABLE LINE   (OREL)
    OPEN RE BY DEPT CUST ID   (OREC)
    OPEN RECEIVABLE BY DATE   (ORED)
    OPEN RECEIVABLE TEXT   (RETX)
    OPEN RECEIVABLE OPTIONS   (OREO)
    OPEN RE BY CUST ID   (ORCU)
    OPEN RECEIVABLE TEXT   (RETX)
    PAYMENT DETAIL TABLE   (PDET)
    RECEIVABLE MODIFICATION   (REMD)
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PAYMENT PLANS MENU   (PPTI)

    DEPT PAY PLAN OPTIONS   (DPPO)
    PAYMENT PLAN UPDATE   (PPUP)
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CASH MANAGEMENT MENU   (CATI)

    CLEARING ACCOUNT   (CLAC)
    REVENUE ALLOCATION   (RALL)
    SMART SLIP DEFINITION   (SDEF)
    DEPOSIT RECONCILLIATION   (DREC)
    OPEN CASH TRANSFER HDR   (OCTH)
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    CASH TRAN REF RECV LINE   (CTRE)

INTERCEPT REFERENCE MENU   (INCI)

INTRCPT EXCEPTION   (DIET)
INTRCPT EXCEPTION/DEPT   (DIED)
INTRCPT-ENTITY TYPE   (ENTY)
INTRCPT-PAYMENT/CUST   (APIT)
INTRCPT-DELINQUENT ENTY   (PINE)
INTRCPT EXCEPTION/TRANS   (DIE2)
INTRCPT OPTIONS TABLE   (IOPT)
INTRCPT-OPEN PAYMENT   (OPIT)
INTRCPT-DELINQUENT RE   (PINT)
INTRCPT-PAYMENT REFERAL   (DIRT)

MULTI-PARTY MENU   (MPTI)

BILLING ENTITY TABLE   (BETP)
M-P BILLING BY CUSTOMER   (MBBE)
M-P BILLING TABLE   (MBIL)
M-P EXCEPTION TYPE   (MPET)
M-P NOTICE TEXT   (MPNT)
M-P RECURRING RECEIVABL   (MPRR)
MULTI PARTY TEXT   (MTXT)

EXTENDED PURCHASING MENU   (ENPI)

EPS REQUISITION MENU   (RXTI)

OPEN REQUISITION HEADER   (ORXH)
OPEN REQ LINE ACCTING   (ORXL)
OPEN REQ LINE COMMOD   (ORXC)
REQ REVISIONS LINE   (RROC)
REQUISITION TEXT   (RXTX)
REQ VENDOR REFERENCE   (RXVD)
REQ STATUS BY DEPT/ORG   (RXSD)
REQ STATUS BY BUYER   (RXBY)
REQ OPEN LINES BY COMM   (RXSC)
REQ OPEN LINES BY LINE   (RXSL)
REQUISITION ACTION   (RACT)
PURCHASING BULLETIN BRD   (BBRD)

BID ADMINISTRATION MENU   (BDTI)

BID ACTION	(BACT)
BID CREATION	(BIDC)
BID MASTER HEADER	(BDMH)
BID MASTER LINE	(BDML)
BID SUPPLEMENTAL DESC	(BDSC)
BID SUPPLEMENTAL SPECS	(BSPC)
BID TERMS/CONDITIONS	(BTAC)
BID TERMS/COND SELECT	(BTCS)
VENDOR SELECTION	(BIDV)
BID SECURITY	(BASC)
BID TRACKING HEADER	(BTRH)
BID MULTIPLE RESPONSE	(BMRS)
BID LINE RESPONSE	(BTRL)
BID LINE VEND RESPONSE	(BTRV)
BID AWARD	(BIDA)
BID TABULATION	(BIDT)
BID BY BUYER	(BYBS)
BID BY VENDOR	(BYVN)
BID LINE BY COMMODITY	(BYCM)
INFO FOR BID TEXT TABLE	(BIFB)

ELECTRONIC DATA INTERCHANGE   (EDIM)

TRANS PROC INDICATOR	(TPIN)
OUTGOING EDI TRANSMISS	(OEDI)
INBOUND EDI TRANSMISS	(IEDI)
PROCUREMENT MATCH	(PROM)
PROCUREMENT BY STATUS	(PRMS)
PROCUREMENT MATCH PYMT	(PRMP)
OPEN EDI PURCHASE ORDER	(OPOR)

MONTHLY SPENDING MENU   **(MUTI)**

EXPENDITURE BUDGET 1	(EXB1)
EXPENDITURE BUDGET 2	(EXB2)
EXPENDITURE BUDGET 3	(EXB3)
EXPENDITURE BUDGET 4	(EXB4)
EXPENDITURE BUDGET 5	(EXB5)
EXPENDITURE UPDATE	(EXBU)
MONTHLY EXPEND BUDGET	(MEXB)

PROJECT ACCT & REPORTING MENU   **(PARS)**

PROJECT MANAGEMENT MENU   **(PRMG)**

        DEPARTMENT PROJECT   (DEPR)
        PROJECT BUDGET LINE   (PRBL)
        PROJECT FISCAL YEAR   (PFYT)
        SUBPROJECT DESCRIPTION   (SPDT)
        PROJECT PLANNING   (PLNG)
        PROJECT LISTING BY SPROJ/PHAS   (PLST)
        GOVERNMENT WIDE PROJECT   (GVPR)
        SPEND PROJECTION SUMMRY   (PSPS)
        SPEND PROJECTION DETAIL   (PSPD)
        PROJECT MILESTONE   (PMIL)
        PROJ MASTER ACTV BUDGET   (PMAB)
        PROJECT TEXT   (PRTX)
        PROJECT STRUCTURE   (PSTR)
        STRUCTURE   (STRC)
        PROJECT PARCEL   (PRCL)
        CHARGE CLASS   (CHRG)
        PROJECT ACTIVITY   (PRAT)
        DOCUMENT TEXT   (DTXT)

PROJECT ACCOUNTING MENU   **(PRAC)**

        PROJECT SET ASIDE   (PSAA)
        APPROPRIATION SET ASIDE   (APSA)
        PROJ ACTV BY ENCUMB   (PABE)
        PROJ ENCUMB BY ACTIVITY   (PEBA)
        PROJ EXPND BY STRUCTURE   (PXDN)
        RETRO PROJ EXPEND BY ST   (RPXD)
        PROJECT ACTV BUDGET   (PRAB)
        PROJECT ACTV BUDGET 2   (PRA2)
        PROJECT ACTV HISTORY   (PRAH)

INTRODUCTION TO MMARS: PART II
Vendor Updates
Topic 2

VENDOR FILE, (VEND)

In This Lesson We Will Learn: System navigation of the VENDOR FILE, (VEND).

PURPOSE: This table defines codes for vendors, organizations, and persons to which the Commonwealth makes payments. You can also define several miscellaneous codes to use for one-time or infrequently used vendors. Many of the descriptive codes will not be used initially.

The table includes vendor name and address, special indicators, and various payment dates for this vendor. The alternate address field should be used when liens are levied against a vendor and payments need to be re-rated.

UPDATES: This file is updated when vendors are added to the file or when vendor data is changed by the VU Transaction. For instance, if a lien has been levied against a vendor the L/L indicator must be turned on and the lien/levy address field must be completed. Expenditure Transactions, including payroll, also post amounts paid to the Vendor File during for year to date and for the prior year to date.

The **SKILL CHECK** in Topic 1 left you at the VENDOR NAME FILE. You should be looking at a screen with PAN AMERICAN HEALTH ORG as the first entry. If you have backed out of the system please get yourself up to this point.

```
ACTION: R   SCREEN: VNAM        M  M  A  R· S           10/24/97 13:20:57

                *** VENDOR NAME INDEX ***

                                          *** VENDOR ***
          VENDOR NAME                     CODE      ADDR
      ----------------------------------  --------- ----
      01- PAN AMERICAN HEAL TH ORG        000010000 0083
      02- PAN KOREA BOOK CO RP            000010120 0001
      03- PANTELEDES MD    GEORGE         002287840 PANT
      04- PANUS            CHESTER        987654321 PANU
      05- PAPER    COMP.INC .PAPER        027932042 0002
      06- PAPER FIRST                     030565398 0006
      07- PAPPANIKOW       ANGELO     J   004367440 PAPP
      08- PAPPARIZZI OF ROM E,INC         016326848 0001
```

We can SUPER LEAF to the VENDOR TABLE.

Type **L** in the ACTION Field.

Press **<ENTER>**.

```
ACTION: R  SCREEN: VEND        M  M  A  R  S            10/24/97 13:19:14
VENDOR TABLE
KEY IS VENDOR CODE                    ·
                  VENDOR: 000010000 0083              MISC VENDOR IND: N
                    NAME: PAN AMERICAN HEALTH ORG
                DIVISION: DISTRIBUTION & SALES UNIT
                  STREET: 525 23RD ST NW
                    CITY: WASHINGTON
                   STATE: DC   ZIP: 200370000

     PHONE:                   LAST ACTION DATE: 86 06 13     ACCOUNT:
   CONTACT:
   COMMENT                                     A/R CONTACT:
      SMALL: N    WOMEN OWNED: N   ORG-STRUCT: O      IN STATE: N    MINORITY: 2
       1099:      NON PROFIT: N          DOR: N           SOS: N    TAX IND: Y
     DEALER: N  MANUFACTURER: N      FACTORY: N       T/C HSS: N   RETAILER: N
        MED:         REPT-1:          REPT-2:     TERMS/CONDS:        DELETE:
       HOLD: N      DISCOUNT:       COMMODITY: Y      PAY DAY:       PAY LAG:
        L/L: N           ELECTRONIC COMMERCE: N

   AMOUNTS: YTD:          0.00  PRIOR YTD:          0.00  LIFE:          0.00
```

Notice the KEY on this screen. In VNAM we looked up our entries by their name. We could ther find the vendor code for the name. On this file, we must enter the vendor code first. This is helpful when you're searching for a vendor who insists they are on the file and you can't find then by name. If they are an individual, you may enter their social security number. If they are a corporation, you may enter the FEIN, (Federal Employment Identification Number). This will show if they are really on file, and by what name.

The ACTION field now has an **R**, for refill, in it. Remember that the KEY to the VEND file is the VENDOR CODE. This information is arranged in numeric sequence. Scrolling forward will bring you to the next VENDOR CODE in number order. The alphabetical tie you saw on VNAM does not exist in this file.

SUPER LEAF carried over the first listing from the VNAM screen. What if we didn't want to see the first listing, but instead, something farther down the list?

SUPER LEAF back to VNAM.

```
ACTION: R  SCREEN: VNAM       M  M  A  R  S            10/24/97 13:20:57

              *** VENDOR NAME INDEX ***

                                       *** VENDOR ***
     VENDOR NAME                       CODE      ADDR
   --------------------------------    --------- ----
01- PAN AMERICAN HEAL TH ORG           000010000 0083
02- PAN KOREA BOOK CO RP               000010120 0001
03- PANTELEDES MD     GEORGE           002287840 PANT
04- PANUS            CHESTER           987654321 PANU
05- PAPER    COMP.INC .PAPER           027932042 0002
06- PAPER FIRST                        030565398 0006
07- PAPPANIKOW       ANGELO    J       004367440 PAPP
08- PAPPARIZZI OF ROM E,INC            016326848 0001
```

This time, let's SUPER LEAF to VEND and see the information for PAPER FIRST.

Type **L** in the ACTION field.

PROJECT BILLING MENU (PRBI)

    PROJECT SUMMARY (PSUM)
    PROJECT FUNDING SOURCE (PFST)
    ELIGIBILITY SUSPENSE (ELSE)
    SUSPENSE TRANSFER (SUTR)
    OBJT ELIGIB EXCEPTION (OBEX)
    ACTV ELIGIB EXCEPTION (ACEX)
    TRANSACTION EXCEPTION (TREX)
    PROJECT/ACTIVITY/OBJECT (PACO)
    FUNDING SOURCE (PBFS)
    SPONSOR (SPSR)
    FUNDING PARTICIPATION (FPAR)
    FEDERAL APPROPRIATION (FAPP)
    STATE/BOND PROGRAMS (SPRG)
    REASON (REAS)
    PROJECT BILLING PARAMETERS (PBPT)
    BILLING PARAMETERS (BPAR)
    PROJ BILL FUND REV SRC (PBFR)
    PROJ PARTICIP INV CYCLE (PPIC)
    PROJ BILLING CROSSWALK (PBXW)
    PROJ BILLING CROSSWALK 2 (PBX2)

REFERENCE TABLES MENU (PREF)

    PROJECT PHASE (PRPH)
    PROJECT/PHASE STATUS (PRST)
    PROJECT PHASE TYPE (PRTY)
    PROJECT OFFICE (POFF)
    MILESTONE (MILE)
    MILESTONE SET (MSET)
    MILESTONE SET LISTING (MSLT)
    FIXED ASSET MILESTONE (FAML)
    ACTIVITY MILESTONE (ACTM)
    ACTIVITY SET (ASET)
    ACTIVITY SET LISTING (ASLT)
    PROJECT STAFF (PSTF)
    PROJECT STAFF HISTORY (PSTH)
    PROJECT WORK FLOW (PWFL)
    APPROPRIATION TEXT (ATXT)
    PROJ ACTIVITY MILESTONE (PACM)

DOCUMENT DISTRIBUTION MENU (DDII)

DISTRIB CONTROL TABLE MENU (CTMI)

    DOCUMENT TYPE TABLE (DTYP)
    DOCUMENT SORT OPTION (SORT)
    DEPT SORT OPTION CONTROL (SOCS)

PROJECTED OUTPUT TABLES MENU (PREI)

    BARS PROJECTED OUTPUT (BPOR)
    BARS PROJECTED OUTPUT 2 (BPO2)
    DEPT PROJECTED OUTPUT (DOPR)

SYSTEM ASSURANCE TABLES MENU   (SYSI)

    BARS CYCLE OUTPUT TABLE   (BCOR)
    BARS CYCLE OUTPUT TABLE 2   (BCO2)
    INTERDEPT CYCLE OUTPUT   (TCOR)
    INTERDEPT CYCLE OUTPUT 2   (TCO2)
    LOAD ACTIVITY TABLE   (LACT)